Fire Program Analysis (FPA) System
Budget Development and Delivery Module
Version 1.2
DRAFT

Added Application Admin role and rearranged the national analyst chap to reflect the permission changes

Budget Analyst's
USER GUIDE

February 16, 2006

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Table of Contents

Chapter 5: National Budget Request

Chapter 6: Application Administrator Tasks

DRAFT

DRAFT

Chapter 1 Introduction

This chapter provides basic information about the documentation and the FPA-BDD application. For detailed information about processes that occur outside the application, refer to the *FPA-PM User's Guide* or the *FPA Reference Guide*.

This chapter contains the following sections:

- Overview on page 3
- FPA-BDD Concepts on page 6

Overview

This guide is intended to assist you in using the Fire Program Analysis (FPA) Budget Development and Delivery Module (FPA-BDD) for integrating the FPA-PM analysis results with the existing organization to develop an out-year budget request for fire preparedness. The information contained in this guide is organized by your user role and the tasks that you need to perform in that role.

Who Needs This Information

The following groups within the USDA Forest Service and DOI agencies (BIA, BLM, Park Service, and the Fish and Wildlife Service), will use the FPA-BDD to complete their out-year budget requests:

- FPU Team Fire Planners who have Editor or Administrator access to FPA-PM

- Geographic Area/Agency Leads for the fire management budget

- Fire/Aviation Management (FAM) Budget Specialists (Regional/State Analysts)

- National Budget Analysts

- FPA Technical Support and Help Desk

- FPA Core and ICG Team members

It is assumed that these groups understand the overall budgeting process, the role of fire preparedness in landscape management and in interagency relationships, and how FPA facilitates these efforts.

In addition, users must have a completed and submitted FPA-PM analysis before starting the tasks in FPA-BDD.

Overview of Documentation Set

This user guide explains how to complete your preparedness budget request using the FPA-BDD software application. For additional information about the FPA project, refer to the following information:

- **FPA website** (http://www.fpa.nifc.gov/): Provides links to project-related information, the help desk, progress reports, and other details associated with the project. From the website, you can download or access the user documentation, pertinent white papers, and other technical information about FPA.

- **FPA-PM User Guide** (FPA website >> Library >> User Documentation >> FPA-PM User Guide): Contains instructions for using FPA-PM to analyze existing and potential preparedness organizations. An out-year budget analysis must be completed, approved, and submitted before beginning FPA-BDD tasks.

- **Reference Guide** (FPA website >> Library >> User Documentation >> Reference Guide): Explains the business processes behind the tasks required in the software application, as well as providing instructions for processes that take place outside the context of the application itself, but that are required for successfully completing an analysis and submitting a budget request. This online guide is updated regularly as sections are developed or updated.

- **PC-Historic Analysis (PCHA) Manual:** Provides instructions for generating the fire event scenario in the PCHA application, and for creating the XML file that is exported to FPA-PM.

- **TechNews:** Update the field with technical information about the application, including workarounds for known issues, clarification on common questions received by the Help Desk, and other late-breaking technical information about the application. *TechNews* are published regularly, and provide the latest information available.

- **Training Materials** (FPA website >> Library >> Technews)**:** Provide the same information as the user and reference guides in an outline format, and are used in the classroom instruction for FPA. You must attend the FPA training before obtaining a login and password for accessing the FPA-PM application.

BDD System Requirements

Work with your IT support team to ensure that your computer system meets the following minimum requirements:

- MS Internet Explorer version 6.0 or higher (Do *not* use Netscape)

- Popups enabled

- JavaScript enabled

- MS Windows 2000; MS Windows XP is recommended

- Minimum 56K modem with Internet connection; high-speed connection is preferable to reduce work time required

FPA-BDD is a web-based application that supports multiple, distributed, interagency users. All input and output data are stored on a central server.

Conventions Used in This Guide

This documentation suite uses the following conventions:

Table 1—Documentation Conventions

Item	Description
Enter Data > FPU > Participants	Menu selections use the > key to indicate the order you select the items.
`defrag C:\`	Courier indicates code examples, path names, and command line entries.
Change Password	Bold indicates field names and menu selections.
FPA Reference Guide	Italics indicate titles of documents.
TAB	Small caps indicate a keyboard key

Next Steps

After using the procedures in this guide, you should be able to submit your FPA-BDD budget request into the system for approval and submission to Congress and OMB. Refer to the *FPA Reference Guide* for more information about business processes that occur outside of the software application.

FPA-BDD Concepts

This information is intended as a brief overview of the FPA-BDD application.The *FPA-PM User Guide*, the *FPA Reference Guide,* and glossary contain more detailed information about these topics.

Overview of Team Roles and Access Levels

Access rights refer to the roles that you are assigned when you acquire a user ID for FPA-BDD. These roles dictate what actions you can perform in the system, such as reading data, editing data, or approving budget requests.

For FPA-BDD, the roles are based on your function within the national fire budget development process.

Role Responsibilities

Depending on your position within your geographic area, you might have a role at both the FPU level and at the regional/state level:

- **FPU Budget Analyst:** FPU team members who have Team Administrator or Editor access in FPA-PM are automatically set up as BDD users at the FPU level. FPU Budget Analysts use results from FPA-PM analysis and the specified budget to derive the BDD data. FPU budget analyst can only view, edit, or request budget items associated with their FPU using the Budget Request tab. The budget items entered in FPA-BDD, combined with the +/- 5% FPA-PM analysis, form the preparedness budget request for the out-year being planned. FPU level requests are interagency. Once the budget requests have been submitted in BDD, they go to the appropriate agency Regional/State Budget Analysts for approval.

- **Regional/State Budget Analysts:** Regional/State planners who are responsible for approving preparedness budgets for their agencies must request a user ID and password from the FPA Help Desk before using FPA-BDD. Regional/State budget analysts approve FPU budget requests for budget owners within their agency, add regional/state budget items for their agency, and then submit the budget request to the national analysts. Regional/state analysts may only approve BDD budget items for their own regions/states in their agency; however, they can view any budget items. FPA-PM analysis results are not editable. If budget items are not approved for the FPU level, the regional/state analyst *must* go back to the FPU and discuss the item disapproval because of the potential impact on the interagency organization at the FPU level.

- **National Budget Analyst:** National budget analysts who are responsible for approving preparedness budgets for their agencies must request a user ID and password from the FPA Help Desk before using FPA-BDD. The national budget analysts work together to run the national cost effectiveness analysis (CEA) curve, approve regional/state budget items for their agencies, add national budget items, and submit the final budget request to OMB and Congress for approval and allocation. They can view the information for all FPUs and regions/states, but can only modify the regional/state information for their agency.

- **Application Administrator:** The application administrator is responsible for creating the national data set, extracting or deleting FPU data in the national data set, and for setting the data set status. These administrators manage the workflow for BDD and are typically ICG members.

- **FPA System Administrator:** The system administrator sets up user profiles, fixes problem submissions, and assists the users with troubleshooting. Administrators include the FPA Help Desk.

FPA-BDD Application Overview

The Budget Development and Delivery (BDD) module is intended to capture the preparedness budget items that were not included in the FPA-PM analysis (i.e., non-initial response preparedness items). Such items are included in the FPU's 2004 preparedness budget, but are not included in the FPA-PM model and analysis. The FPA-PM analysis results and the BDD request items combine to form the FPU preparedness budget request.

Note: *BDD pulls the analysis results from FPA-PM, so the FPU must submit the budget request through FPA-PM before entering items in BDD.*

General Process Flow

Figure 1 shows the general process for the fire planner's interaction with FPA-BDD:

Figure 1—FPA-BDD General Process Flow

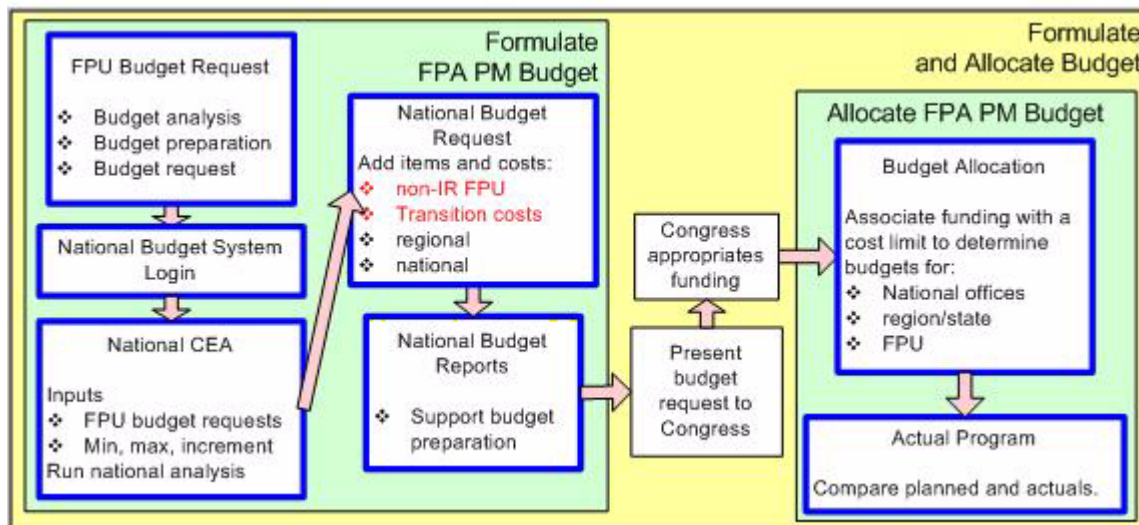### Navigation

FPA-BDD uses tabbed pages to access the various data entry and reporting pages. When you click a primary tab, the tab turns red, the tab label becomes **bold**, and the sub-tab (menu level) appears. Many selections also contain a third level of sub-tab (menu level). To access the page you need, click the tab selections as indicated in the instructions. For example, if you want to

create budget items, you would choose **Budget Request > Edit Items** > click **Create** (see Figure 2).

Each BDD user has an assigned role and access level. If tabs or subtabs are greyed out (not available), the tasks are not available for that user access level or for the status of the national planning data set.

Figure 2—Example Navigation Showing Tab Levels in FPA-BDD

Data Entry

The FPA modules use the following conventions for displaying and entering data:

Table 2—Application and Data Entry Conventions

Item	Description
*	Indicates a required field, which can't be left blank. For numeric fields, enter 0 if the appropriate value is 'none'.
Comment Fields	Limited to 250 characters.
Decimal Values	Use the decimal (e.g., 0.12, or 2.45)
Dollar Amounts	Enter without a $ symbol or comma (e.g., 600000). The system adds these symbols automatically when you move the cursor out of the field.
Hover Text	Provides a short explanation for the function or task.
Percents	Enter as whole numbers without the % symbol (e.g., 60).
Sorting tables	Underlined column headings indicate a sortable field. Clicking the table heading sorts the table according to the column heading selected.

Filters

Filters enable you to sort the budget item list by Agency/Unit, Sub-Activity/Program, Cost Category or Sub-Category, as well as Item Source. When you select one of the filters, the page refreshes and displays only those items that meet the selected criteria. The contents of the

drop-down lists in the filters vary based on what page you are viewing. Select **All** from the drop-down list to restore the budget item list to its original configuration.

These filters help you find information by reducing the amount of data you need to go through to find a particular item. For example, you might want to sort the list to verify that all the BDD items have been entered for your agency. Or, you might need to modify a resource's entry. Filtering reduces the number items showing so that you can find what you are looking for more easily.
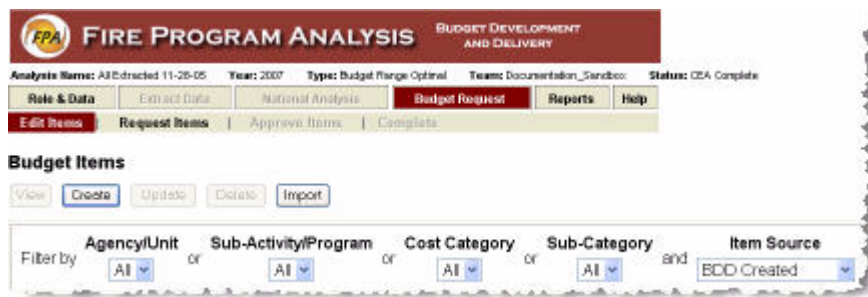

Figure 3—Filters Available in FPA-BDD

Budget Submission Process Overview

BDD is only a small part of the overall wildland fire budgeting process, and covers only the preparedness portion of the fire budget. Figure 4 shows a very high-level view of the overall budgeting process, showing how BDD fits in big picture.
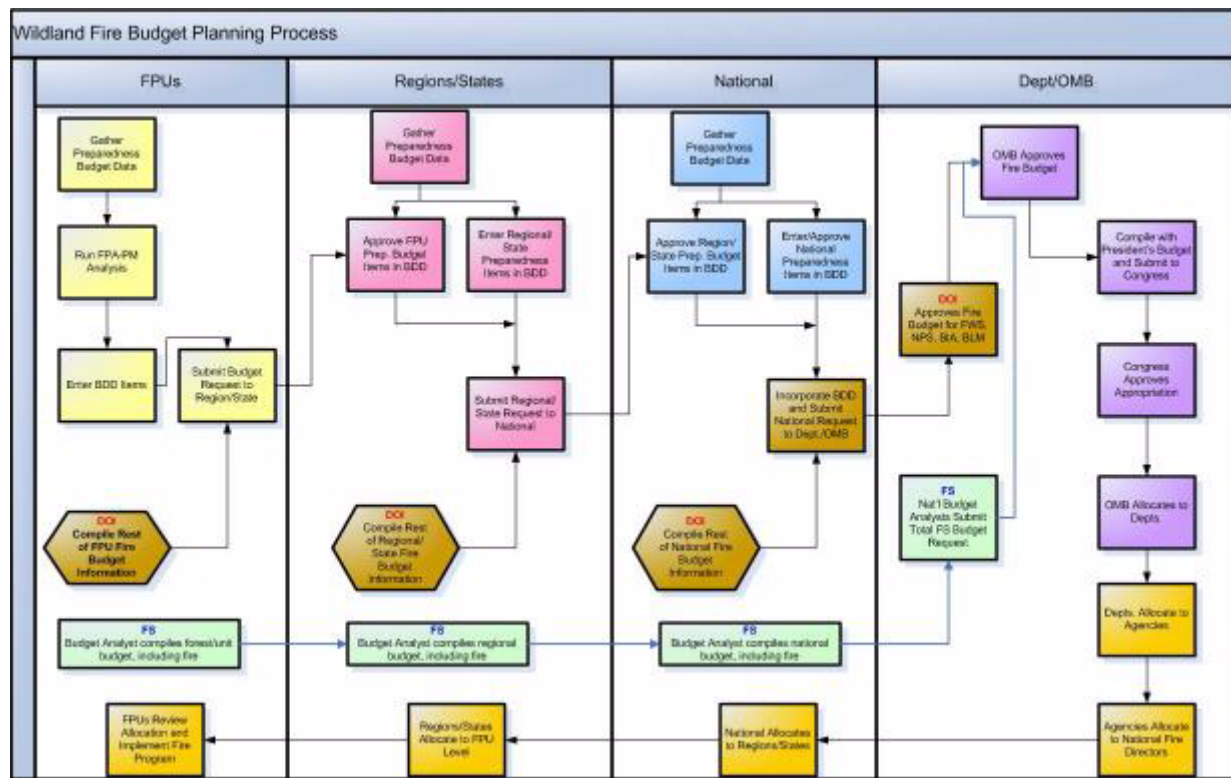
Figure 4—Overview of Wildland Fire Budget Process

Before Using BDD

The BDD application is a separate application from the FPA-PM module. Perform the following tasks in FPA-PM before starting work on BDD:

1 Run an analysis using +/-5% of the FPU's current preparedness budget in FPA-PM and identify FPU cost limits per the direction provided in the *FY2008 Budget Request Submission Process* white paper.

2 Verify that all FPU resources are assigned. (This is done post-optimization under the Manage Budget tab in FPA-PM.)

3 Enter the FPU post-optimization budget items for the five cost limits on the Manage Budget page.

4 Obtain, research, and organize the FPU partners' preparedness budgets from the specified year to determine which items must be included in BDD.

5 Ensure that the national planning data set for the budget year has been set up in BDD. (When the data set's status is Working, you can enter items but cannot submit requests or approve items. Once the data set's status is CEA Complete, you can begin making requests and approving items.)

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Note: *To avoid holding up the process for FPUs that submit their data early, the FPA team recommends checking the FPU status and extracting data at least once per day until all FPUs have submitted their data.*

Non-federal resources must be set to non-budgeted or the FPU's data will not extract correctly. In this case, you must contact the Help Desk to re-set the FPU data set to Complete and inform the FPU Team Administrator that their data did not extract correctly so that they can re-run the analysis and re-submit.

National Cost Effectiveness Analysis Overview

The national cost effectiveness analysis (CEA) uses the FPA-level budget request submission to develop a national curve. which resembles the optimization curve (see Figure 5). This national curve identifies the optimal cost limit for the national preparedness budget. Once identified, the FPU, regional/state, and national BDD costs are added to this cost limit, and the resulting total is used as the preparedness budget for each agency.
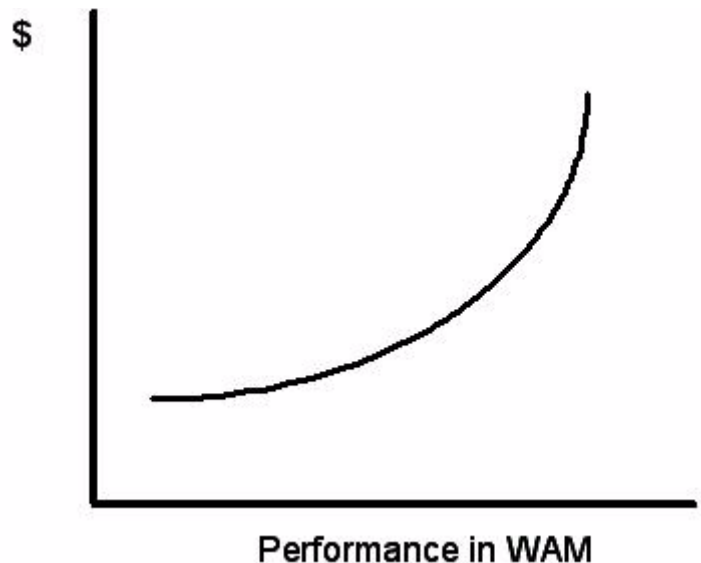
Figure 5—Optimization Curve

In BDD, the national analysts must set up the national planning data set for the budget year before anyone can begin entering data. Once the national CEA is complete, users can begin submitting budget requests.

Other Program Support Overview

Budget items that fall into the Other Program Support category are not tracked in FPA-PM, so they need to be entered in FPA-BDD as part of the preparedness budget request. You should enter only

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the other program support budget items that are part of your preparedness budget. These items include the following:

- General administrative support (e.g., IT, administrative specialists, some regional/state office positions, general training, general support and supplies)

- Accounting costs (e.g., billing, collecting, or processing receipts; developing budgets, inventory control, and so on)

- Human resources costs (e.g., personnel system maintenance, payroll and retirement, EEOC programs, labor union negotiation)

- Facilities costs (e.g., rent/lease, operations and maintenance, janitorial and other service contracts for agency offices)

- "Wish list" items that were requested but not funded in previous years ***should not*** be included in BDD.

When entering other program support items in FPA-BDD, use the **Comment** field to provide detail about how this budget item relates to the preparedness budget. For items that are only partially funded by the preparedness budget, enter only the percentage that is funded by preparedness.

Staffing Cost Overview

Because BDD reflects actual dollars rather than planning dollars, personnel costs are calculated slightly differently in BDD than in PM. The following table shows the differences:

Table 3—Personnel Costs

Personnel Cost Element	Included in PM	Included in BDD	Definition
Base Pay	X	X	Hourly rate of the pay grade of the selected personnel type (assumes step 5)
COLA/Locality/ Specialty Pay	X	X	Adjusted pay rate based on locale. Either COLA or locality pay is applied, but not both.
FTE	X	X	The number of FTEs is based on a person-year of 2080 hours (1 FTE = 2080 hours of work)
Benefit Cost	X	X	Calculated at 35% of Base Pay + COLA for career and career seasonal employees; 3% for temporary employees
Medical Cost	X	X	Included as a percentage of base pay.
Miscellaneous Cost	X	X	Included as a percentage of base pay + COLA. Examples include Sunday differential and holidays worked.

Table 3—Personnel Costs

Personnel Cost Element	Included in PM	Included in BDD	Definition
Training/travel	X		For PM, included as a percentage of base pay + COLA. **For BDD**, you must enter the actual cost for the position.
Supplies	X		For PM, included as a percentage of base pay. **For BDD**, you must enter the actual cost for the position.

For BDD, you need to add the actual training/travel costs and supplies cost for the budget items you enter in BDD, based on your current year costs. For PM-analysis items, these costs are already rolled in.

Note: *The numbers for these costs are derived directly from the OPM staffing tables. These tables include a Base Pay table, which includes only the cost-of-living increase approved for the current year; the Rest of US table, which includes the approved cost-of-living increase, plus an additional locality pay of 11.72% for 2005; and tables for other locations that have locality pay associated with them.*

Chapter 2 Getting Started

This chapter provides instructions for logging into BDD and for modifying your password. For detailed information about processes that occur outside the application, refer to the *FPA-PM User Guide* or the *FPA Reference Guide*.

This chapter contains the following sections:

- Logging on to the System on page 16

- Changing Your Password on page 20

Logging on to the System

This procedure explains how to log on to FPA-BDD. Before logging on, you need the following:

- User name and password for FPA applications

- Assignment to an FPU team

- Assignment to a BDD access level

- Internet access with MS Internet Explorer 6.0 or higher loaded on your computer

Note: *BDD has a 5-minute timeout. If you do not touch the application within that time, you are automatically logged out, and may lose unsaved data.*

To Log On to FPA-BDD:

1 Use MS Internet Explorer to navigate to https://fpa.nwcg.gov/BDD/faces/jsp/login/BDDLogin.jsp. The FPA-BDD Login page appears.

Figure 6FPA-BDD Login Page

2 Type your **User ID**, then press TAB. The cursor moves to the password field.

3 Type your **Password**, then click **Login**. The Available Roles page appears. Only the roles you hold in FPA-BDD appear in the list.

Figure 7—FPA-BDD Available Roles page

4 Select the **Group ID** for the role you want to work with, then click **Open**. The National Planning Data Sets page appears.

Figure 8—FPA-BDD National Planning Data Sets page (FPU & Region/State view)

Figure 9—FPA-BDD National Planning Data Sets page (National view)

- Only National Budget Analysts can create, update, copy, or delete a national planning data set in BDD.

- One official national planning data set is created each year; use this data set to enter budget items for the preparedness budget request.

- The status of the planning data set dictates what you can do with the planning data set.

Table 4—Planning Data Set Status Definitions

Status	Definition
Working	All users can enter budget items. Application Administrators can extract FPU analyses for the national CEA. Users can request budget items if their FPU data has been extracted.
CEA Complete	PM analyses for all FPUs have been submitted and extracted into BDD, and the Application Administrators have calculated the CEA curve. All users can enter budget items and submit budget requests. Regional/State and National users can approve budget items. All users can generate reports. (See National Cost Effectiveness Analysis Overview on page 11.)
FPU Complete	FPU level data are locked. Only regional/state and national budget analysts can enter or request budget items. All users can generate reports.
Regional/State Complete	FPU and regional/state level data are locked. Only national budget analysts can enter or request budget items. All users can generate reports.
Budget Request Complete	No one can enter or edit budget items. The national analysts review the budget to confirm its accuracy and completeness before submitting to Congress and OMB. The preparedness budgets are rolled up into the department budgets. All users can generate reports.

Table 4—Planning Data Set Status Definitions

Status	Definition
Budget Request Official	The budget has been submitted to Congress and OMB. No changes are allowed. All users can generate reports.

5   Select the planning data set that you want to work with, then click **Open**. The FPA-BDD National Planning Data Set page refreshes.

You can change your team or planning data set at any time by selecting **Role & Data > Login Role > Data Set**.

Depending on your access level, you can navigate from the National Planning Data Set page to the extract data, national analysis, budget request, or reports pages. (See the appropriate procedures for detailed information on how to accomplish these tasks.)

Changing Your Password

When you are first granted access to the system, the Help Desk assigns you a temporary password. You need to change the password the first time you login. Also, it's a good idea to change your password periodically, to help maintain the security of the system.

> **Note:** *Changing your password in FPA-BDD changes the password for all FPA applications.*

To change your password:

1   Navigate to the login page for FPA-BDD.
    (https://fpa.nwcg.gov/BDD/faces/jsp/login/BDDLogin.jsp)

2   Type your **User ID**, then press TAB. The cursor moves to the next field.

3   Type your **Password**, then click the **Change Password** button. The Change Password page appears.

Figure 10—FPA-BDD Change Password page

4   In the **Old Password** field, type your old password, then press TAB. The cursor moves to the next field.

5   Type your **New Password**, then press TAB. The cursor moves to the next field.

6   Type your new password again, then click the **Change Password** button. The FPA-BDD Login page re-appears.

7   Login using your new password.

If you can't remember your password or if the system doesn't allow you to log in with your new password, contact your FPU Team Administrator or the FPA Help Desk.

Chapter 3 FPU Budget Request

This chapter provides instructions for the FPU-level analysts on how to enter and edit budget items, to request budget items from regions/states, and to check the status of the budget request. These instructions assume that the FPU has a submitted analysis in FPA-PM.

If the national analysts have a problem with extracting the FPU's PM data into BDD, the Help Desk and affected FPU will be notified. Problems with the extraction may require the FPU to re-run the analysis and re-submit the results.

> **Note:** *BDD has a 5-minute timeout. If you do not touch the application within that time, you are automatically logged out, and may lose unsaved data.*

This chapter contains the following sections:

Determining Which FPU Budget Items to Include in BDD

BDD captures the preparedness budget items that are not included in the FPA-PM analysis, so that the FPUs can provide a complete preparedness budget submission to the states/regions and national offices. At the FPU level, these budget submissions are interagency, with the proportion of each agency's ownership identified. The following graphic shows an example of how the budget items are captured for BDD:
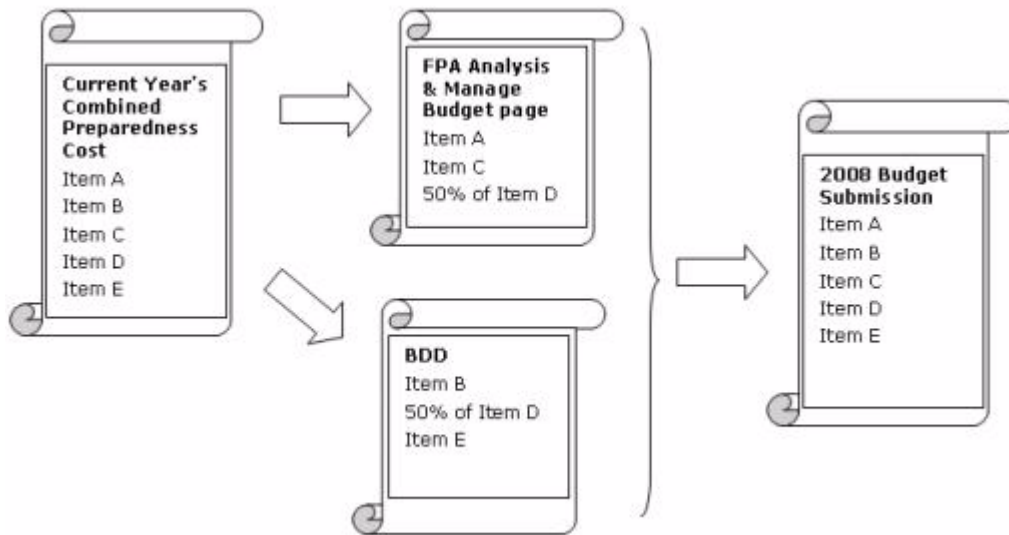

Figure 11—Example of How to Incorporate Items into BDD

Use the following procedure to determine which FPU budget items to include in BDD. Each FPU partner needs to follow the steps below and then combine the results for a single FPU budget request.

To determine which FPU budget items to include in BDD:

1   Use the specified year's preparedness costs to identify preparedness costs that are not included in the FPA-PM analysis. Examples include, but are not limited to, the following:

- Other Program Support

- Prevention and Education

- Additional Dispatch Needs (beyond that identified by the FPA-PM analysis)

- Monitoring and Evaluation

- Additional Fire Detection (beyond that identified by the FPA-PM analysis)

- Contract Initial Response (IR)

2   ***Do not*** include items from the current year's preparedness costs that were included in the FPA-PM analysis.

3   ***Do not*** include any national resources (smoke jumpers, hotshot crews, airtankers, etc.). These resources will be included by the national budget analysts.

> **Note:**   *Note: Non-preparedness budgets are NOT included in BDD. Follow your current agency procedures for submission.*

4   Verify that all the preparedness costs for the current organization are accounted for in either the FPA-PM analysis or in BDD.

Developing an FPU Budget Request for BDD

After submitting the FPA-PM analysis for the FPU, you need to account for the budget items not included in the FPA-PM analysis by entering them in BDD.

Before performing these tasks, you must have the following:

- Submitted FPA-PM analyses for both the +/- 5% budget request and for the +/-50% full-range curve request

- FPU level access to BDD

- List of budget items and budget owners for the FPU that were not included or that were not completely funded by the FPA-PM analysis

- List of other program support budget items that are funded at least partially by the FPU's preparedness budget

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Note: *You can enter and edit budget items, but cannot submit budget requests until the National CEA Curve has been generated by the national budget analysts.Once the CEA curve is complete, you can begin submitting budget item requests to the regional/state analysts. (See also National Cost Effectiveness Analysis Overview on page 11.)*

Overview of Activities and Program Types

When creating a budget item, you are asked to specify the sub-activity and program type for each item. The following tables provide the definitions for these fields:

Sub-Activities are part of the budget structure under the Preparedness activity. All budget items must be associated with a sub-activity:

Table 5—Sub-Activity List

Item	Description
Readiness	Used to maintain preparedness for fire events.
Facility Construction and Maintenance	Used to build or maintain a facility that is needed for preparedness activities.

Program type indicates what area of Preparedness the budget item applies to:

Table 6—Program Type List

Item	Description
Contract IR	Initial response budget item that is owned by a contractor, but paid for out of the preparedness budget.
Extended Attack	Resources funded from the preparedness budget that are used to support extended attack activities. Examples include management positions responsible for staffing crews and obtaining resources, or career seasonal training specialists. Only include budget items that are funded from the "wildland fire preparedness" activity.
IR Transitional	Initial response budget item that exists in the current organization, but was not completely funded in the FPA-PM analysis.
Large Fire	Resources funded from the preparedness budget that are used to support large fire activities. Examples include management positions responsible for staffing crews and obtaining resources, or career seasonal training specialists. Only include budget items that are funded from the "wildland fire preparedness" activity.
Other	Preparedness budget items that don't fit in the any other program type.
Prevention	Activities, including education, engineering, enforcement, and administration, that are directed at reducing the number of wildfires, the costs of suppression, and fire-caused damages to resources and property.
Trainee and Dev Position	Positions intended to build skills for specific employees. These positions are not analyzed or funded in FPA-PM. If your agency provided funding in the current year budget for specific positions in this category, include them here.
Wildland Fire Use	Preparedness activities associated with evaluating and monitoring wildland fire use.

> **Note:** *For BDD, you need to add the actual training/travel costs and supplies cost for the budget items you enter in BDD. For PM-analysis items, these costs are already rolled in.*

Importing Budget Items

You can save significant data entry time by importing budget items from FPA-PM and then editing them as needed in BDD. This function is available only after the national analysts have extracted data for your FPU.

Note: *This import function enables you to import existing resources that were entered in FPA-PM for the FPU. New resources selected in the analysis do not appear in the list.*

To import budget items:

1   From the FPA- BDD National Planning Data Set page, choose **Budget Request > Edit Items**. The Budget Items List page appears.

Figure 12—Budget Item List (FPA-BDD)

2   Click **Import**. The Select Existing Resource for Import page appears, and displays all the existing resources that were entered in FPA-PM for the FPU. Existing resources that were fully funded in the analysis are sorted to the bottom of the list.

Figure 13—Select Existing Resource for Import page (FPA-BDD)

3 Mark the radio button next to the resource you want to import into BDD.

4 Click **Import Existing Resource**. The Create/Update Budget Item page appears with the fields pre-populated with the information for the selected budget item.

5 Edit the fields as necessary, then click **Submit** to save your changes. The budget item is added to the budget item list and the Budget Item List page reappears. (See also Updating a Budget Item on page 44.)

Excluding a PM-Analyzed Resource

PM is only the first of several modules being developed for FPA. As such the model is not yet complete and the optimizer may provide resources that cannot be immediately integrated into the FPU organization. As part of the transition plan, you can exclude such resources from the BDD budget item list.

This procedure applies only to items marked as PM or PMX in the budget item list, and is available only after the national analysts have extracted data for your FPU.

To exclude a PM-analyzed resource:

1 From the FPA- BDD National Planning Data Set page, choose **Budget Request > Edit Items**. The Budget Items List page appears.

> *Note:* *The page you see may contain different items from those shown below, depending on what you've entered. If you haven't entered any budget items, the list will be blank.*

Figure 14—Budget Item List (FPA-BDD)

2 Filter by **Item Source** to show All or FPA-PM Extracted. The FPA-PM Extracted items appear with a green **PM** in the **App** column.

3 Mark the checkbox next to the **PM** item you want to exclude. The **Exclude** button becomes available.

4 Click **Exclude**. The **App** column next to the selected changes to PMX.

Including a Previously Excluded PM Budget Item

If you change your mind about excluding a PM-analyzed item, you can include it in BDD. This function is available only after the national analysts have extracted data for your FPU.

To include a previously excluded PM budget item:

1 From the FPA- BDD National Planning Data Set page, choose **Budget Request > Edit Items**. The Budget Items List page appears.

> *Note:* *The page you see may contain different items from those shown below, depending on what you've entered. If you haven't entered any budget items, the list will be blank.*

Figure 15—Budget Item List (FPA-BDD)

2   Filter by **Item Source** to show All or FPA-PM Extracted. The FPA-PM Extracted items appear with a green **PM** in the **App** column. The previously excluded PM items appear with a red **PMX** in the **App** column.

3   Mark the checkbox next to the **PMX** item you want to include.

4   Click **Include**. The **App** column next to the selected changes to PM.

Creating a Fire Support Budget Item

Note: Fire support budget items are personnel positions that are not "management", but are considered "fire-specific activities or positions." Such positions include dispatchers, cache workers, timekeepers, etc.*Each fire resource has associated costs for related equipment, supplies, etc. Verify that these costs have been captured in either the FPA-PM analysis or in BDD.*

To create a fire support budget item:

1   From the FPA- BDD National Planning Data Set page, choose **Budget Request > Edit Items**. The Budget Items List page appears.

Note: *The page you see may contain different items from those shown below, depending on what you've entered. If you haven't entered any budget items, the list will be blank.*

Figure 16—Budget Item List (FPA-BDD)

2   Click **Create**. The Select a Cost Category for This Budget Item dialog box appears.

Figure 17—Cost Category Selection Window (FPA-BDD)

3   Select **Fire Support**, then click **Submit**. The Create/Update Fire Support Budget Item page appears.

Figure 18—Create Fire Support Budget Items page (FPA-BDD)

4 Select a **Budget Owner** from the drop-down list. The list displays only the participant units for your FPU.

5 Select a **Sub-Activity** from the drop-down list.(See the Overview of Activities and Program Types on page 25 for a detailed explanation of each item in the list.)

6 Select a **Program Type** from the drop-down list. (See the Overview of Activities and Program Types on page 25 for a detailed explanation of each item in the list.)

7 Select a **Cost Sub-Category** from the drop-down list.

- Aviation Support
- Cache
- Detection
- Dispatch
- Equip/Facilities Support
- Fire Investigator
- Fire Planning
- Fiscal Management

- Human Resources
- Other
- Other Resource Support
- Prevention
- Public Affairs/Education
- Safety
- Training

8 Enter a **Description** for the item, up to a maximum of 25 characters. This description should be explicit enough to identify the resource within the current organization. Some FPUs have conventions associated with this field.

Note: *Item Quantity is not editable for this cost category. Use the staffing section to include more than one resource for this item.(See step 12.)*

9 Enter a **Justification**, up to a maximum of 250 characters. Be as specific as possible about the reasons for requesting the item.

10 Enter a **Comment**, up to a maximum of 250 characters. Use this space to provide any additional details for the budget item.

11 Enter the applicable costs for **Contract, Equip O&M, Supply, Training/travel**, or **Capital Cost**. For the budget request item, use the actual cost.

12 Click **Add**. The personnel fields appear in Create/Update Staffing Position page.

> *Note:* *The Staffing Area drop-down list displays the Rest of US (RUS) for each geographic area above the other GA information. For example, EA-RUS through WB-RUS appear above Alaska in the list.*

Figure 19—Create Staffing Position (FPA-BDD)

13 Select the **Personnel Type** and **Staffing Area**, then enter the **FTEs** and **Positions** that support this budget item. (For a detailed explanation of how personnel costs are calculated, see Staffing Cost Overview on page 12).

> *Note:* *If you have identical personnel types managed by the same Budget Owner and at the same location, you can combine them into a single budget item request if they have the same Grade Scale. Examples include, but are not limited to, five GS-6 career seasonal engine bosses, two GS-7 career seasonal helicopter managers, or three GS-7 career timekeepers.*

14 Click **Submit**. The item is saved and added to the budget item list.

Creating a Fireline Producer Budget Item

Fireline producers include direct costs for FPU-level activities that are required for fireline production. Examples include hand crews, helitack, and engines.

To create/update a fireline producer budget item:

1 From the FPA- BDD National Planning Data Set page, choose **Budget Request > Edit Items**. The Budget Items List page appears.

> *Note:* *The page you see may contain different items from those shown below, depending on what you've entered. If you haven't entered any budget items, the list will be blank.*

Figure 20—Budget Item List (FPA-BDD)

2   Click **Create**. The Select a Cost Category for This Budget Item dialog box appears.

Figure 21—Cost Category window (FPA-BDD)

3   Select **Fireline Producer**, then click **Submit**. The Create/Update Fireline Producer Budget Item page appears.

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Figure 22—Create Fireline Producer Budget Item page (FPA-BDD)

4 Select a **Budget Owner** from the drop-down list. The list displays only the participant units for your FPU.

5 Select a **Sub-Activity** from the drop-down list.(See the Overview of Activities and Program Types on page 25 for a detailed explanation of each item in the list.)

6 Select a **Program Type** from the drop-down list. (See the Overview of Activities and Program Types on page 25 for a detailed explanation of each item in the list.)

7 Enter a **Description** for the item, up to a maximum of 25 characters. This description should be explicit enough to identify the resource within the current organization. Some FPUs have conventions associated with this field.

8 Enter an **Item Qty**. This is the number of units you are requesting of this resource.

9 Enter a **Justification**, up to a maximum of 250 characters. Be as specific as possible about the reasons for requesting the item.

10 Enter a **Comment**, up to a maximum of 250 characters. Use this space to provide any additional details for the budget item.

11 Select the **Kind, Category, Type,** and enter the **Staffing Qty** for the item you are requesting**.**

Note: *Equipment and contract resources that do not include staffing may be combined by specific, kind, category, and type into a single budget item request if the items also have the same Budget Owner and location. Examples include, but are not limited to, four Type 4 engines, two Type 3 helicopters, or three contract Type 2 handcrews.*

Equipment or Aircraft that include staffing must NOT be combined. For example, requesting to SEATs with managers must be entered as separate line items. Approval of these items at less than 100% will affect the staffing cost for the budget item.

12 Enter the applicable costs for **Contract, Equip O&M, Supply, Training/travel**, or **Capital Cost**. For the budget request item, use the actual cost.

13 Click **Add**. The personnel fields appear in the table.

> *Note:* *The Staffing Area drop-down list displays the Rest of US (RUS) for each geographic area above the other GA information. For example, EA-RUS through WB-RUS appear above Alaska in the list.*

Figure 23—Create Staffing Positions (FPA-BDD)

14 Select the **Personnel Type** and **Staffing Area**, then enter the **FTEs** and **Positions** that support this budget item. (For a detailed explanation of how personnel costs are calculated, see Staffing Cost Overview on page 12.)

15 Click **Submit**. The item is saved and added to the budget item list.

Creating a Leadership Budget Item

Fire leadership is a direct cost to the organization. These positions include District, Unit, and Forest Fire Management Officers; Assistant and Deputy FMOs; Aviation Officers; Wildland Fire Use Specialists; etc.

> *Note:* Use this procedure to request existing leadership budget items that were not fully funded in FPA-PM.*Each fire resource has associated costs for related equipment, supplies, etc. Verify that these costs have been captured in either the FPA-PM analysis or in BDD.*

To create/update a leadership budget item:

1 From the FPA- BDD National Planning Data Set page, choose **Budget Request > Edit Items**. The Budget Items List page appears.

> **Note:** *The page you see may contain different items from those shown below, depending on what you've entered. If you haven't entered any budget items, the list will be blank.*

Figure 24—Budget Items List (FPA-BDD)

2 Click **Create**. The Select a Cost Category for This Budget Item dialog box appears.

Figure 25—Cost Category window (FPA-BDD)

3 Select **Fire Leadership**, then click **Submit**. The Create/Update Fire Leadership Budget Item page appears.

Figure 26—Create Leadership Items (FPA-BDD)

4 Select a **Budget Owner** from the drop-down list. The list displays only the participant units for your FPU.

5 Select a **Sub-Activity** from the drop-down list.(See the Overview of Activities and Program Types on page 25 for a detailed explanation of each item in the list.)

6 Select a **Program Type** from the drop-down list. (See the Overview of Activities and Program Types on page 25 for a detailed explanation of each item in the list.)

7 Select a **Cost Sub-Category** from the drop-down list.

- Assistant FMO

- Aviation Management

- FMO

- Fire Leadership

- Other

- Wildland Fire Ops Specialist

Note: *Item Quantity is not editable for this cost category. Use the staffing section to include more than one resource for this item.(See step 12.)*

8 Enter a **Description** for the item, up to a maximum of 25 characters. This description should be explicit enough to identify the resource within the current organization. Some FPUs have conventions associated with this field.

9 Enter a **Justification**, up to a maximum of 250 characters. Be as specific as possible about the reasons for requesting the item.

10   Enter a **Comment**, up to a maximum of 250 characters. Use this space to provide any additional details for the budget item.

11   Enter the applicable costs for **Contract, Equip O&M, Supply, Training/travel**, or **Capital Cost**. For the budget request item, use the actual cost.

12   Click **Add**. The personnel fields appear in the table.

Note: *The Staffing Area drop-down list displays the Rest of US (RUS) for each geographic area above the other GA information. For example, EA-RUS through WB-RUS appear above Alaska in the list.*

Figure 27—Create Staffing Positions (FPA-BDD)

13   Select the **Personnel Type** and **Staffing Area**, then enter the **FTEs** and **Positions** that support this budget item. (For a detailed explanation of how personnel costs are calculated, see Staffing Cost Overview on page 12.)

14   Click **Submit**. The item is saved and added to the budget item list.

Creating a One-Time Cost Budget Item

One-time costs can be either direct or indirect costs that are not part of the normal annual expenditures. Examples include helibase pad resurfacing, fire shelter replacement, and so on. Do not include "wish list" items. Do not include items that would be covered by the Working Capital Fund (WCF).

To create/update a one-time cost budget item:

1   From the FPA- BDD National Planning Data Set page, choose **Budget Request > Edit Items**. The Budget Items List page appears.

Note: *The page you see may contain different items from those shown below, depending on what you've entered. If you haven't entered any budget items, the list will be blank.*

Figure 28—Budget Items List (FPA-BDD)

2   Click **Create**. The Select a Cost Category for This Budget Item dialog box appears.

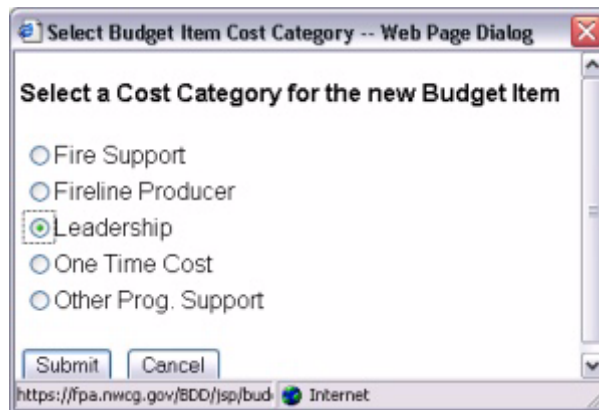**Figure 29—Cost Category window (FPA-BDD)**

3   Select **One-Time Cost**, then click **Submit**. The Create/Update One-Time Cost Budget Item page appears.

Figure 30—Create One-Time Cost Budget Item page (FPA-BDD)

4 Select a **Budget Owner** from the drop-down list.The list displays only the participant units for your FPU.

5 Select a **Sub-Activity** from the drop-down list.(See the Overview of Activities and Program Types on page 25 for a detailed explanation of each item in the list.)

6 Select a **Program Type** from the drop-down list. (See the Overview of Activities and Program Types on page 25 for a detailed explanation of each item in the list.)

7 Select a **Cost Sub-Category** from the drop-down list. One-time costs are exceptions to the budget that are required for a special purpose.

- Other

8 Enter a **Description** for the item, up to a maximum of 25 characters. This description should be explicit enough to identify the resource within the current organization. Some FPUs have conventions associated with this field.

9 Enter an **Item Qty**.

10 Enter a **Justification**, up to a maximum of 250 characters. Be as specific as possible about the reasons for requesting the item.

11 Enter a **Comment**, up to a maximum of 250 characters. Use this space to provide any additional details for the budget item.

12 Enter the applicable costs for **Contract, Equip O&M, Supply, Training/travel**, or **Capital Cost**. For the budget request item, use the actual cost.

13 Click **Submit**. The item is saved and added to the budget item list.

Creating an Other Program Support Budget Item

> *Note:* Other program support costs can be direct or indirect costs that are paid for using the preparedness budget, but don't fit in the other cost categories. For example, you might have personnel costs for employees involved in administration or supervision to support more than one program or output, including salary, benefits, training and travel. This category also includes material, supplies, and equipment costs incurred by more than one program area. *Some fire resources may have associated costs for related equipment, supplies, etc. Verify that these costs have been captured in either the FPA-PM analysis or in BDD.*

To create/update an other program support budget item:

1   From the FPA- BDD National Planning Data Set page, choose **Budget Request > Edit Items**. The Budget Items List page appears.

> *Note:* *The page you see may contain different items from those shown below, depending on what you've entered. If you haven't entered any budget items, the list will be blank.*

Figure 31—Budget Items List page (FPA-BDD)

2   Click **Create**. The Select a Cost Category for This Budget Item dialog box appears.

Figure 32—Cost Category window (FPA-BDD)

3 Select **Other Program Support**, then click **Submit**. The Create/Update Other Program Support Budget Item page appears.

4 Select a **Budget Owner** from the drop-down list.The list displays only the participant units for your FPU.

5 Select a **Sub-Activity** from the drop-down list.(See the Overview of Activities and Program Types on page 25 for a detailed explanation of each item in the list.)

6 Select a **Program Type** from the drop-down list. (See the Overview of Activities and Program Types on page 25 for a detailed explanation of each item in the list.)

> **7** Select a **Cost Sub-Category** from the drop-down list.
>
> - Admin.Overhead
>
> - Facilities Maintenance
>
> - Other
>
> - Rent
>
> - Utilities
>
> **8** Enter a **Description** for the item, up to a maximum of 25 characters. This description should be explicit enough to identify the resource within the current organization. Some FPUs have conventions associated with this field.
>
> **9** Enter a **Total Cost**. This amount includes any salaries and benefits, equipment operations and maintenance, supplies, travel/training, and miscellaneous costs associated with the item.
>
> **10** Enter a **Justification**, up to a maximum of 250 characters. Be as specific as possible about the reasons for requesting the item.
>
> **11** Enter a **Comment**, up to a maximum of 250 characters. Use this space to provide any additional details for the budget item.
>
> **12** Click **Submit**. The item is saved and added to the budget item list.

Viewing Budget Item Detail

Use this procedure to see more detail about an item being displayed in a budget item table.

> ***Note:*** *The fields displayed in the View Budget Item Detail page are not editable. To edit the fields, go to the Create/Update page for that item. (See the appropriate procedure for instructions on how to update a budget item.)*

To view budget item detail:

> **1** From any page that shows a budget item table, mark the checkbox next to the budget item that you want to view details for.
>
> **2** Click **View Item Detail**.The View Item Detail page appears for the selected item.
>
> The fields are not editable. You can print the page by choosing **File > Print** from the web browser's menu bar.
>
> **3** When you are finished reviewing the item, click **Close**. The page closes and the page you were working in reappears.

Updating a Budget Item

Use this procedure to edit an existing budget item.

To update a budget item:

1   From the FPA- BDD National Planning Data Set page, choose **Budget Request > Edit Items**. The Budget Items List page appears.

Figure 33—Budget Item List page (FPA-BDD)

2   Select the item you want to update. The **Update** button becomes available.

3   Click **Update**. The Create/Update page for the selected item appears.

4   Make the necessary edits.

5   Click **Submit**. The changes are saved and the Budget Items List page reappears.

Copying a Budget Item

You can save significant time with data entry by copying similar items and modifying them as needed.

To copy a budget item:

1   From the FPA- BDD National Planning Data Set page, choose **Budget Request > Edit Items**. The Budget Items List page appears.

Figure 34—Budget Item List page (FPA-BDD)

2   If necessary, filter the list to display the items you want to copy.

3   Select the item you want to copy. The **Copy** button becomes available.

4   Click **Copy**. The Create/Update page for the selected item appears.

5   Make the necessary edits.

6   Click **Submit**. The changes are saved and the Budget Items List page reappears with the copied item.

Deleting a Budget Item

Use this procedure to delete an existing budget item.

To delete a budget item:

1   From the FPA- BDD National Planning Data Set page, choose **Budget Request > Edit Items**. The Budget Items List page appears.

Figure 35—Budget Item List page (FPA-BDD)

2   Select the item you want to delete. The **Delete** button becomes available.

3   Click **Delete**. A message appears asking if you are sure you want to delete the selected budget item.

4   Click **OK**. The budget item is removed from the list and the Budget Items List page refreshes.

Sending an FPU Budget Request for BDD to Region/State

Once you have entered and reviewed all the preparedness budget items for the FPU, you need to send the budget request to the Regional/State budget analysts for each agency.

Before completing these tasks, you must have the following information:

- Verification that the BDD budget request is complete and accurate. (Review the FPA-PM analysis and BDD inputs to ensure that all the resources in FPU's current organization have been accounted for. All FPU partners must be satisfied that the budget is accurate and complete.)

- Status of the national planning data set is Working or CEA Complete. (If the status is Working, the national analysts must extract the FPU's data before the Request tab is available.)

- Decisions about which items are requested at each cost limit and at what percentages

> **Note:** *If the national analysis uses a different number of cost limits than those used at the FPU level, the number of cost limits that appear on the Budget Item Request and Budget Item Approval pages will equal the number of cost limits selected for the national CEA analysis.*

Requesting Budget Items

Requesting a budget item flags it in BDD for approval. The Regional/State analyst can approve the item as requested, or can adjust the percentage of the item that is funded at each cost level. They can also deny the request for a particular item by placing a 0 in the cost limit column that they are denying the request for.

CAUTION—*Once you have submitted the budget request, you will no longer be able to edit that item.*

To request a budget item:

1   From the BDD National Planning Data Sets page, choose **Budget Request > Request Items**. The Request Budget Item page appears and displays the list of all the BDD items for the FPU.

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Figure 36—Request Budget Items page (FPA-BDD)

> *Note:* *If the budget item table is too wide to view on the screen, you can compress it by clicking* **Compress List**.*Doing so hides the Sub-Activity and Cost Category columns. Clicking* **Display Full List** *restores the columns.*

2 Mark the checkbox next to one or more budget items that you want to request.

3 Mark the checkbox next to the **Cost Limit Indexes** that you want to request an item for.

4 As necessary, change the **% of Total Cost** for each cost limit index you selected. For example, the PM analysis selected an existing Type 4 engine and funded it at 50% for cost limit 1, 70% at cost limit 2, 90% at cost limit 3, but did not fund it at cost limits 4 and 5. In this case, you would need to request 100% for all cost limits.

5 Click **Update Requests**. The selected **Cost Limit Indexes** columns are updated with the selected percentages.

6 Repeat steps 2 through 5 for each item in the list.

Once you have requested a budget item, that item automatically appears on the approval page for the appropriate Regional/State analyst.

Removing a Budget Item Request

If you request an item that you later decide should not be requested, you can remove the request as long as the Regional/State analyst has not already approved it.

> *Note:* *The Remove Request button is available only after you have selected a previously requested budget item.*

To remove a budget item request:

1   From the BDD National Planning Data Sets page, choose **Budget Request > Request Items**. The Request Budget Item page appears and displays the list of all the BDD items for the FPU.

2   Mark the checkbox next to one or more budget items that you want to remove the request from. The **Remove Requests** button becomes active.

3   Click **Remove Requests**. The selected **Cost Limit Indexes** columns are reset to NA.

Checking Status of an FPU Budget Request for BDD

Each budget item requested will be approved, partially approved, or denied by the regional/state budget analyst. Use the following procedure to check the status.

To check the status of an FPU budget request for BDD:

1 Open BDD and select your role and the national planning data set for the budget year you are interested in.

2 To view the requested budget items, choose **Budget Request > Request Items**.The Request Budget Items page appears and displays a list of all the budget items that have been entered for the FPU.

3 Review the list to see which items have been approved.

Table 7—Status Icons

Symbol	Meaning
	No action has been taken by the Regional/State budget analyst. These items are still editable.
	These budget items have been locked by the budget owner's regional analyst. Even if the data set status is Working or CEA Complete, these items cannot be modified.
	Approved by the Regional/State budget analyst at all funding levels requested. The item is no longer editable by the FPU.
	Partially approved by the Regional/State budget analyst. The percentage approved appears in the cost limit index columns after the percentage requested. For example, if you requested an item to be funded at 100% at cost limit 1, but the regional/state budget analyst approved it at 50%, you would see 100/50 in the column for cost limit 1. You will also see the % symbol if the item was approved at some cost limits, and not approved at others (e.g., 100/100, 100/80, 100/0, 100/0). The item is no longer editable by the FPU.
	Not approved at any requested funding level by the Regional/State budget analyst (indicated by a 0 in the cost limit column, e.g., 100/0). If an item is not approved, the Regional/State budget analyst must discuss the reasons with the FPU. The item is no longer editable by the FPU.
PM	Item was extracted from PM. This item is not editable by the FPU, but can be copied.
PM	Item was extracted from PM. This item is locked and is not editable by the FPU.

Table 7—Status Icons

Symbol	Meaning
PMX	Item was extracted from PM and excluded from the budget by the FPU. This item is not editable by the FPU, but can be re-included.
PMX🔒	Item was extracted from PM and excluded from the budget by the FPU. This item is locked and is not editable by the FPU.

4 To print a report showing the status of the requested budget items, choose **Reports > Budget Item Reports**. The Budget Item Reports page appears.

5 Click **Show Unit Selection** to view the Unit Selection pop-up window.

6 Select your FPU from the list.

7 On the Budget Item Reports page, click **Submit**. An MS Excel® spreadsheet is generated, and displays the status of each budget item at every cost limit. (See Chapter 6 for more information on how to generate reports.)

Chapter 4 Regional/State Budget Request

This chapter provides instructions for completing the regional/state budgeting tasks using BDD. For detailed information about processes that occur outside the FPA applications, refer to the *FPA Reference Guide*.

Note: *BDD has a 5-minute timeout. If you do not touch the application within that time, you are automatically logged out, and may lose unsaved data.*

This chapter contains the following sections:

Locking and Unlocking an FPU Unit for Your Region/State

In addition to the data set statuses (see Planning Data Set Status Definitions on page 18), BDD enables you to lock or unlock individual FPU-level units in your region/state.

You can only lock or unlock FPU-level units within your region/state that belong to your agency. For example, a USFW Regional Analyst for GAR4R can only lock the USFW refuges within GAR4R. The lock does not apply to other agencies' FPU units. (See Appendix C for more information on how locking/unlocking works.)

This functionality is useful under the following circumstances:

- Your FPU units finish before the national deadline and you want to start approving their requests without worrying about them entering or editing additional items. Locking the FPU units as they finish enables you to complete your approvals all at once rather than piecemeal.

- The data set status is FPU Complete and you find that one of the units in your region/state made an error that needs to be corrected. Unlocking the unit allows the selected unit to make changes without opening the entire data set to the field.

The lock takes precedence over the data set status, but does not affect the approval status of budget items. To lock or unlock a unit, the unit must meet the following conditions:

- The FPU's data must be extracted into the data set.

- All entered budget items for that unit must be requested.

If the above conditions are not met, you will receive an error message.

The Status column displays the following icons:

Table 8—Unlock/Lock Status Column Icons

Icon	Description
	The closed lock indicates that the data set status has locked the unit.
	The open lock indicates that the data set status allows the unit to make changes.
	The closed lock with a person next to it indicates that a user locked the unit. This prevents any changes for that unit, regardless of data set status.
	The open lock with a person next to it indicates that a user unlocked the unit. This allows changes for that unit, regardless of data set status.

Locking an FPU-level Unit

Perform this procedure before approving items for a unit when the national data set status is Working or CEA Complete. This function gives you control over the individual units you are responsible for within your region/state.

> ***Note:*** *We recommend that you reset the lock to "use data set status" once the data set has the status FPU Complete.The lock overrides the data set status, so leaving the FPU units locked could cause problems later on.*

To lock an FPU-level unit:

1. Make sure that the FPU unit is finished entering, editing, and requesting items.

2. From the BDD Planning Data Set page, choose **Budget Request > Unlock/Lock**. The Unlock/Lock Units page appears.

3. Mark the check box next to the unit(s) that you want to lock.

4. Click **Lock**. The Lock icon appears next to the selected unit(s), and that unit is no longer able to enter, edit, or request budget items.

Unlocking an FPU-level Unit

Perform this procedure when a unit within your region/state needs to make a change and the data set status is FPU Complete, or when a previously locked unit needs to make a change. This function enables you to re-activate a single unit without opening the dataset to everyone.

To unlock an FPU-level unit:

1. From the BDD Planning Data Set page, choose **Budget Request > Unlock/Lock**. The Unlock/Lock Units page appears.

2. Mark the check box next to the unit(s) that you want to unlock.

3. Click **Unlock**. The Unlock icon appears next to the unit(s) that you selected, and that unit is now able to enter, edit, or request budget items.

4. Notify your unit(s) that they can begin making any necessary changes.

Resetting an FPU-level Unit's Status to the Data Set Status

This functionality allows you to change the lock status for the FPU units in your region back to the data set status. For example, if you locked out your units so that you could start approving items, reset the unit status to match the dataset once the data set status is FPU Complete.

To reset an FPU-level unit's status to the data set status:

1. From the BDD Planning Data Set page, choose **Budget Request > Unlock/Lock**. The Unlock/Lock Units page appears.

2. Mark the check box next to the unit(s) that you want to reset.

3. Click **Use the Data Set Status**. The icon next to the selected unit(s) changes to show the data set status. For Working and CEA Complete, an open lock appears. For all other data set statuses, the closed lock appears.

Approving an FPU Budget Request for BDD

Once the FPUs in your region have submitted their budget requests, you can begin reviewing and approving the items for your agency. The list shows only those items within your agency and region/state. To view all of the items requested by the FPUs in your region/state, see chapter 6 for instructions on generating the Budget Item List for your region/state.

Before performing this task, the following criteria must be met:

- The status of the national planning data set is at least CEA Complete.

- At least one BDD budget item has been requested by an FPU in your region/state.

- You must have a Regional/State access level.

There are three levels of approval:

Table 9—Approval Levels in BDD

Approval Level	Icon	Description
Fully Approve	✓	Approved at or above the level requested by the FPU at every cost limit.
Partially Approve	%	Approved at some level. The request may be approved at some cost limits and not others, or may be approved for less than the amount the FPU requested. For example, the FPU requested an item at 100% for all cost limits, but you approved 100% for levels 1 and 2, 50% for level 3 and 0% for levels 4 and 5.
Not Approved	X	Request was not approved at any cost limit requested by the FPU.

> **Note:** *If you deny a budget request for any item, you **must** go back to the FPU and discuss it with them. Remember, FPU budgets are interagency, so approvals and denials of budget requests can have a significant impact on the FPU's interagency partnership.*

To approve an FPU budget request:

1   From the FPA-BDD National Planning Data Sets page, choose **Budget Request > Approve Items**. The Approve Budget Items page appears.

> **Note:** *If the national analysis uses a different number of cost limits than those used at the FPU level, the number of cost limits that appear on the Budget Item Request and Budget Item Approval pages will equal the number of cost limits selected for the national CEA analysis.*

Figure 37—Approve Budget Items page (FPA-BDD)

> *Note:* *The items that appear on the Approve Budget Items page depend on your access level and agency affiliation. The above screen shot is intended only as an example.*

2   Mark the checkbox next to the item(s) that you want to approve or deny the request for.

> *Note:* *You can save time by selecting all the items in the list that you plan to approve at the same level for each cost limit.*

3   Enter the **% of Total Cost** for each cost limit.

> *Note:* *To apply the same percentage to all cost limits and selected items, enter the percentage in the field under the **All** checkbox. Then, mark the All checkbox and click **Update Approvals**.*

4   Mark the **Approve** checkboxes under the cost limit indexes you want to approve or deny.

5   Click **Update Approvals**.The page refreshes and displays the approval status of the selected items. The amount approved appears in the table after the amount requested. For example, an item requested at 100% and approved at 50% for a particular cost limit displays 100/50 under that cost limit, and a yellow % symbol in the **App** column.

6   Repeat steps 2 through 5 until all the requested items are approved or denied.

Once you approve or deny approval for an item, the FPU can no longer modify that item.

Resetting an Approved Item

At times, you may need to remove the approval status of a particular item, so that the FPU can make changes to it. This can only be done if the planning data set has a status of CEA Complete. Once the national analysts have set the status to FPU Complete, the FPUs can no longer make any changes to the planning data set.

To reset an approved item:

1   From the FPA-BDD National Planning Data Sets page, choose **Budget Request > Approve Items**. The Approve Budget Items page appears.

2   Mark the checkbox next to the item(s) that you want to reset the approval for.

3   Click **Remove Approvals**.The page refreshes and removes the approval status of the selected items.

4   Notify the FPU that you have reset the approval status for the budget items selected.

Determining Regional/State Budget Items to Include for BDD

You will use BDD to enter all of your regional/state preparedness budget items for your agency, as well as those items that apply to administrative units with less than $25,000 preparedness budgets. Use the following procedure to ensure that you have captured all appropriate budget items for your region/state.

> *Note:* *Contract IR can occur at any level of the organization, depending on the size and nature of the contract. Work with the FPU to determine the appropriate placement of those budget items.*

To determine regional/state budget items:

1 Cross-check that FPU-level requests do not duplicate budget items that should be in the regional/state preparedness budget.

2 Gather the current region/state budget for your agency.

3 Review the items listed to identify all preparedness budget items for your region/state within your agency.

4 Identify any administrative units in your agency and region/state that have preparedness budgets of less than $25,000.

5 Determine which items can be lumped.

6 Begin data entry. (See Entering Regional/State Budget Items for BDD on page 61.)

Entering Regional/State Budget Items for BDD

As the regional/state budget analyst for your agency, you need to add your regional preparedness budget items to BDD for inclusion in the budget submission. Once you request an item, the national budget analyst for your agency approves the items.

Before performing these tasks, you must have the following:

- Regional/state level access to BDD

- List of budget items and budget owners for the administrative units with preparedness budgets of less than $25,000

- List of budget items that are included in the regional/state preparedness budget for your agency

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> *Note:* *You can enter and edit budget items, but cannot submit budget requests until the National Cost Effectiveness Curve has been generated by the national budget analysts.*

Overview of Activities and Program Types

When creating a budget item, you are asked to specify the sub-activity and program type for each item. The following tables provide the definitions for these fields:

Sub-Activities are part of the budget structure under the Preparedness activity. All budget items must be associated with a sub-activity:.

Table 10—Sub-Activity List

Item	Description
Readiness	Used to maintain preparedness for fire events.
Facility Construction and Maintenance	Used to build or maintain a facility that is needed for preparedness activities.
Research and Technology	Used for scientific exploration or evaluation of new technology for maintaining preparedness.

Program type indicates what area of Preparedness the budget item applies to:.

Table 11—Program Type List

Item	Description
Contract IR	Initial response budget item that is owned by a contractor, but paid for out of the preparedness budget.

Table 11—Program Type List

Item	Description
Extended Attack	Resources funded from the preparedness budget that are used to support extended attack activities. Examples include management positions responsible for staffing crews and obtaining resources, or career seasonal training specialists. Only include budget items that are funded from the "wildland fire preparedness" activity.
IR	Initial response budget item that was included in the FPA-PM analysis. Not editable.
IR Transitional	Initial response budget item that exists in the current organization, but was not completely funded in the FPA-PM analysis.
Large Fire	Resources funded from the preparedness budget that are used to support large fire activities. Examples include management positions responsible for staffing crews and obtaining resources, or career seasonal training specialists. Only include budget items that are funded from the "wildland fire preparedness" activity.
National Shared Resources	Resources funded from the regional/state preparedness budget that are shared nationally with other agencies.
Other	Preparedness budget items that don't fit in the any other program type.
Prevention	Activities, including education, engineering, enforcement and administration, that are directed at reducing the number of wildfires, the costs of suppression, and fire-caused damages to resources and property.
Trainee and Dev. Position	Positions intended to build skills for specific employees. These positions are not analyzed or funded in FPA-PM. If your agency provided funding in the current year budget for specific positions in this category, include them here.
Wildland Fire Use	Preparedness activities associated with evaluating and monitoring wildland fire use.

Note: *For BDD, you need to add the actual training/travel costs and supplies cost for the budget items you enter in BDD. For PM-analysis items, these costs are already rolled in.*

Creating a Regional/State Fire Support Budget Item

Note: Fire support budget items are regional/state personnel positions that are not "management", but are considered "fire-specific activities or positions." Regional/state budget items include regional/state budgeting staff, administration, GIS, and so on.*Each fire resource has associated costs for related equipment, supplies, etc. Verify that these costs have been captured in either the FPA-PM analysis or in BDD.*

To create/update a regional/state fire support budget item:

1   From the FPA- BDD National Planning Data Set page, choose **Budget Request > Edit Items**. The Budget Items List page appears.

Note: *The page you see may contain different items from those shown below, depending on what you've entered. If you haven't entered any budget items, the list will be blank.*

Figure 38—Budget Item List (FPA-BDD)

2   Click **Create**. The Select a Cost Category for This Budget Item dialog box appears.

Figure 39—Cost Category Selection Window (FPA-BDD)

3 Select **Fire Support**, then click **Submit**. The Create/Update Fire Support Budget Item page appears.

Figure 40—Create Fire Support Budget Items page (FPA-BDD)

4 Select a **Budget Owner** from the drop-down list. Only the units within your agency and region/state appear in the list.

5 Select a **Sub-Activity** from the drop-down list. (See Overview of Activities and Program Types on page 61 for a detailed explanation of each item in the list.)

6 Select a **Program Type** from the drop-down list. (See Overview of Activities and Program Types on page 61 for a detailed explanation of each item in the list.)

7 Select a **Cost Sub-Category** from the drop-down list.

- Administrative Support
- Aviation Support
- Cache
- Detection (Ground and Aerial)
- Dispatch
- Equip/Facilities Support
- Fire Investigator
- Fire Planning

- Fiscal Management
- Human Resources
- Other
- Other Resource Support
- Prevention
- Public Affairs/Education
- Safety
- Training

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8 Enter a **Description** for the item, up to a maximum of 25 characters. This description should be explicit enough to identify the resource within the current organization. Some regions/states have conventions associated with this field.

> *Note:* Item Quantity is not editable for this cost category. Use the staffing section to include more than one resource for this item.(See step 12.)

9 Enter a **Justification**, up to a maximum of 250 characters. Be as specific as possible about the reasons for requesting the item.

10 Enter a **Comment**, up to a maximum of 250 characters. Use this space to provide any additional details for the budget item.

11 Enter the applicable costs for **Contract, Equip O&M, Supply, Training/travel**, or **Capital Cost**. For the budget request item, use the actual cost.

12 Click **Add**. The personnel fields appear in the table.

Figure 41—Create Staffing Position (FPA-BDD)

13 Select the **Personnel Type** and **Staffing Area**, then enter the **FTEs** and **Positions** that support this budget item. (For a detailed explanation of how personnel costs are calculated, see Staffing Cost Overview on page 12.)

14 Click **Submit**. The item is saved and added to the budget item list.

Creating a Regional/State Fireline Producer Budget Item

> *Note:* Regional/State fireline producers include direct costs for regional/state activities that are required for fireline production. Examples include contract resources, SEAT or helicopter crews, and so on. *Do not enter national shared resources here. The national budget analysts include them in the national level budget.*

To create/update a regional/state fireline producer budget item:

1 From the FPA- BDD National Planning Data Set page, choose **Budget Request > Edit Items**. The Budget Items List page appears.

> *Note:* The page you see may contain different items from those shown below, depending on what you've entered. If you haven't entered any budget items, the list will be blank.

Figure 42—Budget Item List (FPA-BDD)

2   Click **Create**. The Select a Cost Category for This Budget Item dialog box appears.

Figure 43—Cost Category window (FPA-BDD)

3   Select **Fireline Producer**, then click **Submit**. The Create/Update Fireline Producer Budget Item page appears.

Figure 44—Create Fireline Producer Budget Item page (FPA-BDD)

4   Select a **Budget Owner** from the drop-down list.

5   Select a **Sub-Activity** from the drop-down list. (See Overview of Activities and Program Types on page 61 for a detailed explanation of each item in the list.)

6   Select a **Program Type** from the drop-down list. (See Overview of Activities and Program Types on page 61 for a detailed explanation of each item in the list.)

7   Enter a **Description** for the item, up to a maximum of 25 characters. This description should be explicit enough to identify the resource within the current organization. Some regions/states have conventions associated with this field.

8   Enter an **Item Qty**. This is the number of units you are requesting of this resource.

9   Enter a **Justification**, up to a maximum of 250 characters. Be as specific as possible about the reasons for requesting the item.

10   Enter a **Comment**, up to a maximum of 250 characters. Use this space to provide any additional details for the budget item.

11   Select the **Kind, Category, Type,** and enter the **Staffing Qty** for the item you are requesting**.**

12   Enter the applicable costs for **Contract, Equip O&M, Supply, Training/travel**, or **Capital Cost**. For the budget request item, use the actual cost. As you make changes, the **Total Cost** field is updated.

13   Click **Add**. The personnel fields appear in the table.

Figure 45—Create Staffing Positions (FPA-BDD)

14 Select the **Personnel Type** and **Staffing Area**, then enter the **FTEs** and **Positions** that support this budget item. (For a detailed explanation of how personnel costs are calculated, see Staffing Cost Overview on page 12.)

15 Click **Submit**. The item is saved and added to the budget item list.

Creating a Regional/State Leadership Budget Item

Note: Fire leadership is a direct cost to the regional/state organization. These positions include Regional or State Fire Management Officers; Aviation Officers; Regional/State Wildland Fire Use Specialists; etc.*Each fire resource has associated costs for related equipment, supplies, etc. Verify that these costs have been captured in either the FPA-PM analysis or in BDD.*

To create/update a regional/state leadership budget item:

1 From the FPA- BDD National Planning Data Set page, choose **Budget Request > Edit Items**. The Budget Items List page appears.

Note: The page you see may contain different items from those shown below, depending on what you've entered. If you haven't entered any budget items, the list will be blank.

Figure 46—Budget Items List (FPA-BDD)

2 Click **Create**. The Select a Cost Category for This Budget Item dialog box appears.

Figure 47—Cost Category window (FPA-BDD)

3 Select **Fire Leadership**, then click **Submit**. The Create/Update Fire Leadership Budget Item page appears.

Figure 48—Create Leadership Items (FPA-BDD)

4 Select a **Budget Owner** from the drop-down list.

5 Select a **Sub-Activity** from the drop-down list. (See Overview of Activities and Program Types on page 61 for a detailed explanation of each item in the list.)

6 Select a **Program Type** from the drop-down list. (See Overview of Activities and Program Types on page 61 for a detailed explanation of each item in the list.)

7   Select a **Cost Sub-Category** from the drop-down list.

- Assistant FMO

- Aviation Management

- FMO

- Other

- Wildland Fire Ops Specialist

Note: *Item Quantity is not editable for this cost category. Use the staffing section to include more than one resource for this item.(See step 12.)*

8   Enter a **Description** for the item, up to a maximum of 25 characters. This description should be explicit enough to identify the resource within the current organization. Some regions/states have conventions associated with this field.

9   Enter a **Justification**, up to a maximum of 250 characters. Be as specific as possible about the reasons for requesting the item.

10   Enter a **Comment**, up to a maximum of 250 characters. Use this space to provide any additional details for the budget item.

11   Enter the applicable costs for **Contract, Equip O&M, Supply, Training/travel**, or **Capital Cost**. For the budget request item, use the actual cost.

12   Click **Add**. The personnel fields appear in the table.

Figure 49—Create Staffing Positions (FPA-BDD)

13   Select the **Personnel Type** and **Staffing Area**, then enter the **FTEs** and **Positions** that support this budget item. (For a detailed explanation of how personnel costs are calculated, see Staffing Cost Overview on page 12.)

14   Click **Submit**. The item is saved and added to the budget item list.

Creating a Regional/State One-Time Cost Budget Item

One-time costs can be either direct or indirect costs that are not part of the normal annual expenditures. Examples include research on a special project, replacing the computer system at the regional/state office, upgrading the radios to digital, moving the Geographic Area Coordination

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team to a new office. Do not include items that would be covered by the Working Capital Fund (WCF).

To create/update a regional/state one-time cost budget item:

1   From the FPA- BDD National Planning Data Set page, choose **Budget Request > Edit Items**. The Budget Items List page appears.

> *Note:*   *The page you see may contain different items from those shown below, depending on what you've entered. If you haven't entered any budget items, the list will be blank.*

Figure 50—Budget Items List (FPA-BDD)

2   Click **Create**. The Select a Cost Category for This Budget Item dialog box appears.

Figure 51—Cost Category window (FPA-BDD)

3   Select **One-Time Cost**, then click **Submit**. The Create/Update One-Time Cost Budget Item page appears.

Figure 52—Create One-Time Cost Budget Item page (FPA-BDD)

4 Select a **Budget Owner** from the drop-down list.

5 Select a **Sub-Activity** from the drop-down list. (See Overview of Activities and Program Types on page 61 for a detailed explanation of each item in the list.)

6 Select a **Program Type** from the drop-down list. (See Overview of Activities and Program Types on page 61 for a detailed explanation of each item in the list.)

7 Select a **Cost Sub-Category** from the drop-down list.One-time costs are exceptions to the budget that are required for a special purpose.

• Other

8 Enter a **Description** for the item, up to a maximum of 25 characters. This description should be explicit enough to identify the resource within the current organization. Some regions/states have conventions associated with this field.

9 Enter an **Item Qty**.

10 Enter a **Justification**, up to a maximum of 250 characters. Be as specific as possible about the reasons for requesting the item.

11 Enter a **Comment**, up to a maximum of 250 characters. Use this space to provide any additional details for the budget item.

12 Enter the applicable costs for **Contract, Equip O&M, Supply, Training/travel**, or **Capital Cost**. For the budget request item, use the actual cost. The unit cost is calculated automatically based on your entries.

13 Click **Submit**. The item is saved and added to the budget item list.

Creating an Other Program Support Budget Item for the Region/State

Other program support costs can be direct or indirect costs that are paid for using the preparedness budget, but don't fit in the other cost categories. For example, you might have personnel costs for employees involved in administration or supervision to support more than one program or output, including salary, benefits, training and travel. This category also includes material, supplies, and equipment costs incurred by more than one program area.

Note: *Some fire resources may have associated costs for related equipment, supplies, etc. Verify that these costs have been captured in either the FPA-PM analysis or in BDD.*

To create/update an other program support budget item for the region/state:

1   From the FPA- BDD National Planning Data Set page, choose **Budget Request > Edit Items**. The Budget Items List page appears.

   Note: *The page you see may contain different items from those shown below, depending on what you've entered. If you haven't entered any budget items, the list will be blank.*

Figure 53—Budget Items List page (FPA-BDD)

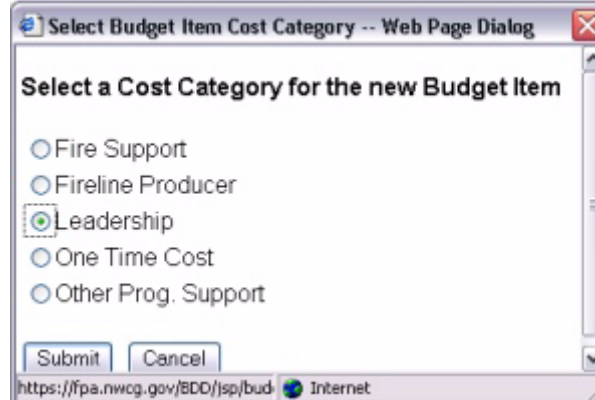2   Click **Create**. The Select a Cost Category for This Budget Item dialog box appears.

Figure 54—Cost Category window (FPA-BDD)

3   Select **Other Program Support**, then click **Submit**. The Create/Update Other Program Support Budget Item page appears.

Figure 55—Other Program Support Page (FPA-BDD)

4   Select a **Budget Owner** from the drop-down list.

5   Select a **Sub-Activity** from the drop-down list. (See Overview of Activities and Program Types on page 61 for a detailed explanation of each item in the list.)

6   Select a **Program Type** from the drop-down list. (See Overview of Activities and Program Types on page 61 for a detailed explanation of each item in the list.)

7   Select a **Cost Sub-Category** from the drop-down list.

   • Admin.Overhead

   • Facilities Maintenance

   • Other

   • Rent

   • Utilities

8   Enter a **Description** for the item, up to a maximum of 25 characters. This description should be explicit enough to identify the resource within the current organization. Some regions/states have conventions associated with this field.

9   Enter a **Total Cost**. This amount includes any salaries and benefits, equipment operations and maintenance, supplies, travel/training, contract, and miscellaneous costs associated with the item.

10 Enter a **Justification**, up to a maximum of 250 characters. Be as specific as possible about the reasons for requesting the item.

11 Enter a **Comment**, up to a maximum of 250 characters. Use this space to provide any additional details for the budget item.

12 Click **Submit**. The item is saved and added to the budget item list.

Viewing Budget Item Detail

Use this procedure if you need to see more detail about an item being displayed in a budget item table.

Note: *The fields displayed in the View Budget Item Detail page are not editable. To edit the fields, go to the Create/Update page for that item. (See the appropriate procedure for instructions on how to update a budget item.)*

To view budget item detail:

1   From any page that shows a budget item table, mark the checkbox next to the budget item that you want to view details for.

2   Click **View Item Detail**.The View Item Detail page appears for the selected item.The fields are not editable. You can print the page by choosing **File > Print** from the web browser's menu bar.

3   When you are finished reviewing the item, click **Close**. The page closes and the page you were working in reappears.

Updating a Budget Item

Use this procedure to make changes to an existing budget item.

To update a budget item:

1 From the FPA- BDD National Planning Data Set page, choose **Budget Request > Edit Items**. The Budget Items List page appears.

Figure 56—Budget Item List page (FPA-BDD)

2 Select the item you want to update.

3 Click **Update**. The Create/Update page for the selected item appears.

4 Make the necessary changes.

5 Click **Submit**. The changes are saved and the Budget Items List page reappears.

Copying a Budget Item

You can save significant time with data entry by copying similar items and modifying them as needed.

To copy a budget item:

1 From the FPA- BDD National Planning Data Set page, choose **Budget Request > Edit Items**. The Budget Items List page appears.

Figure 57—Budget Item List page (FPA-BDD)

2 If necessary, filter the list to display the items you want to copy.

3 Select the item you want to copy. The **Copy** button becomes available.

4 Click **Copy**. The Create/Update page for the selected item appears.

5 Make the necessary edits.

6 Click **Submit**. The changes are saved and the Budget Items List page reappears with the copied item.

Deleting a Budget Item

Use this procedure to delete an existing budget item.

To delete a budget item:

1 From the FPA- BDD National Planning Data Set page, choose **Budget Request > Edit Items**. The Budget Items List page appears.

Figure 58—Budget Item List page (FPA-BDD)

2   Select the item that you want to delete.

3   Click **Delete**. A message appears asking if you are sure you want to delete the selected budget item.

4   Click **OK**. The budget item is removed from the list and the Budget Items List page refreshes.

Sending Regional/State Budget Request for BDD to National

Once you have entered and reviewed all the preparedness budget items for your agency's region/state, you need to send the budget request to the National budget analysts for each agency.

Before completing these tasks, you must have the following information:

- Verification that the BDD budget request is complete and accurate. (Review the BDD inputs to ensure that all the resources in the current organization have been accounted for.)

- Status of the national planning data set is at least CEA Complete. (If the status is not CEA Complete, the Request Items tab is not available.)

- Decisions about which items are requested at each cost limit and at what percentages

> **Note:** *If the national analysis uses a different number of cost limits than those used at the FPU level, the number of cost limits that appear on the Budget Item Request and Budget Item Approval pages will equal the number of cost limits selected for the national CEA analysis.*

Requesting a Regional/State Budget Item

Requesting a budget item flags it in BDD for approval. The National analyst can approve the item as requested, or can adjust the percentage of the item that is funded at each cost level. They can also deny the request for a particular item.

CAUTION—*Once you have submitted the budget request, you will no longer be able to edit that item.*

To request a regional/state budget item:

1. From the BDD National Planning Data Sets page, choose **Budget Request > Request Items**. The Request Budget Item page appears and displays the list of all the BDD items for the agency's region/state.

Figure 59—Request Budget Items page (FPA-BDD)

Note: *If the budget item table is too wide to view on the screen, you can compress it by clicking* **Compress List**.*Doing so hides the Sub-Activity and Cost Category columns. Clicking* **Display Full List** *restores the columns.*

2   Mark the checkbox next to one or more budget items that you want to request.

3   Mark the checkbox next to the **Cost Limit Indexes** that you want to request an item for.

4   As necessary, change the **% of Total Cost** for each cost limit index you selected.

5   Click **Update Requests**. The selected **Cost Limit Indexes** columns are updated with the selected percentages.

6   Repeat steps 2 through 5 for each item in the list.

Once you have requested a budget item, that item automatically appears on the approval page for the appropriate national analyst.

Removing a Regional/State Budget Item Request

If you request an item that you later decide should not be requested, you can remove the request as long as the National analyst has not already approved it.

Note: *The Remove Request button is available only after you have selected a previously requested budget item.*

To remove a regional/state budget item request:

1   From the BDD National Planning Data Sets page, choose **Budget Request > Request Items**. The Request Budget Item page appears and displays the list of all the BDD items for the FPU.

2   Mark the checkbox next to one or more budget items that you want to remove the request from. The **Remove Requests** button becomes active.

3   Click **Remove Requests**. The selected **Cost Limit Indexes** columns are reset to NA.

Checking Status of a Regional/State Budget Request for BDD

Each budget item requested will be approved, partially approved, or denied by the national budget analyst. Use the following procedure to check the status.

To check the status of a regional/state budget request for BDD:

1 Open BDD and select your role and the national planning data set for the budget year you are interested in.

2 To view the requested budget items, choose **Budget Request > Request Items**.The Request Budget Items page appears and displays a list of all the budget items that have been entered for the FPU.

3 Review the list to see which items have been approved.

Table 12—

Symbol	Meaning
Blank	No action has been taken by the Regional/State budget analyst. These items are still editable.
✔🗐	Approved by the Regional/State budget analyst at all funding levels requested. The item is no longer editable by the region/state.
%🗐	Partially approved by the national budget analyst. The percentage approved appears in the cost limit index columns after the percentage requested. For example, if you requested an item to be funded at 100% at cost limit 1, but the regional/state budget analyst approved it at 50%, you would see 100/50 in the column for cost limit 1. The item is no longer editable by the FPU.
X🗐	Not approved at any requested funding level by the national budget analyst (indicated by a 0 in the cost limit columns, e.g., 100/0). If an item is not approved, the national budget analyst must discuss the reasons with the region/state. The item is no longer editable by the region/state.

4 To print a report showing the status of the requested budget items, choose **Reports > Budget Item Reports**. The Budget Item Reports page appears.

5 Click **Show Unit Selection** to view the Unit Selection pop-up window.

6 Select your region/state and agency from the list.

7 On the Budget Item Reports page, click **Submit**. An MS Excel® spreadsheet is generated, and displays the status of each budget item at every cost limit. (See Chapter 6 for more information on how to generate reports.)

Allocating Appropriations to FPUs

Coming in a future release

Chapter 5 National Budget Request

This chapter provides instructions on how to create the national preparedness budget using BDD. For detailed information about processes that occur outside the FPA applications, refer to the *FPA Reference Guide*.

Note: *BDD has a 5-minute timeout. If you do not touch the application within that time, you are automatically logged out, and may lose unsaved data.*

This chapter contains the following sections:

Locking and Unlocking a Region/State in Your Agency

> **WARNING—***Locking the region/state also locks the FPU units owned by the selected region/state! Locking a region/state prevents any unit within that region/state for your agency from making changes, regardless of the data set status!*

In addition to the data set statuses (see Planning Data Set Status Definitions on page 18), BDD enables you to lock or unlock *individual* regions/states in your agency. You can only lock or unlock regions/states that belong to your agency. For example, the Forest Service national analyst can only lock Forest Service regions using this procedure. (See Appendix C for more information on how locking/unlocking works.)

This functionality is useful under the following circumstances:

• Your regions/states finish before the national deadline and you want to start approving their requests without worrying about them entering or editing additional items. Locking the regions/states as they finish enables you to complete your approvals all at once rather than piecemeal.

• The data set status is Regional Complete and you find that one of the region/states in your agency made an error that needs to be corrected. Unlocking the region/state allows them to make changes without opening the entire data set to the field.

The lock takes precedence over the data set status, but does not affect the approval status of budget items. To lock or unlock a region/state, the region/state must meet the following conditions:

• The data for all FPUs within the region/state must be extracted into the national data set.

• The budget items for all the FPUs within that region/state must be requested and approved by the region/state.

• All regional/state budget items for the selected region/state must be requested.

If the above conditions are not met, you will receive an error message.

The Status column displays the following icons

Table 13—Unlock/Lock Status Column Icons

Icon	Description
	The closed lock indicates that the data set status has locked the unit.
	The open lock indicates that the data set status allows the unit to make changes.
	The closed lock with a person next to it indicates that a user locked the unit. This prevents any changes for that unit, regardless of data set status.
	The open lock with a person next to it indicates that a user unlocked the unit. This allows changes for that unit, regardless of data set status.

Locking a Region/State Within Your Agency

Perform this procedure before approving items for a region/state when the data set status is Working or CEA Complete. This function gives you control over the individual region/states you are responsible for within your agency.

Note: *We recommend that you reset the lock to "use data set status" once the data set has a status of Regional Complete. The lock overrides the data set status, so leaving the region/states locked could cause problems later on.*

To lock a region/state within your agency:

1   Make sure that the region/state is finished entering, editing, and requesting items.

2   From the BDD Planning Data Set page, choose **Budget Request > Unlock/Lock**. The Unlock/Lock Regions page appears.

3   Mark the check box next to the region/state(s) that you want to lock.

4   Click **Lock**. The Lock icon appears next to the region/state(s) that you selected, and that region/state is no longer able to enter, edit, or request budget items.

You can now begin approving budget items for the locked region/states.

Unlocking a Region/State Within Your Agency

Perform this procedure when a region/state within your agency needs to make a change and the data set status is Regional Complete, or when a previously locked region/state must make a change. This function enables you to re-activate a single region/state without opening the data set to everyone.

To unlock a region/state within your agency:

1   From the BDD Planning Data Set page, choose **Budget Request > Unlock/Lock**. The Unlock/Lock Regions page appears.

2   Mark the check box next to the region/state(s) that you want to unlock.

3   Click **Unlock**. The Unlock icon appears next to the region/state(s) that you selected, and that region/state is no longer able to enter, edit, or request budget items.

4   Notify the region/state(s) that they can begin making any necessary changes

Resetting a Region's/State's Status to the Data Set Status

This functionality allows you to change the lock status for the FPU region/states in your region back to the data set status. For example, if you locked out your region/states so that you could start approving items, you want to reset the region/state status to match the data set once the data set status is FPU Complete.

To reset a region/state's status to the data set status:

1   From the BDD Planning Data Set page, choose **Budget Request > Unlock/Lock**. The Unlock/Lock Regions page appears.

2   Mark the check box next to the region/state(s) that you want to reset.

3   Click **Use the Data Set Status**. The icon next to the selected region/state(s) changes to show the data set status. For Working and CEA Complete, an open lock symbol appears. For all other data set statuses, the closed lock symbol appears.

Approving Regional/State Budget Requests for BDD

Once the regions in your agency have submitted their budget requests, you can begin reviewing and approving the items for your agency. The list shows only those items within your agency.

Before performing this task, the following criteria must be met:

- The status of the national planning data set is at least CEA Complete.

- At least one BDD budget item has been requested by a region/state within your agency.

- You must have a National access level.

There are three levels of approval:

Table 14—Approval Levels in BDD

Approval Level	Icon	Description
Fully Approve	✓	Approved at or above the level requested by the region/state at every cost limit.
Partially Approve	%	Approved at some level. The request may be approved at some cost limits and not others, or may be approved for less than the amount the region/state requested. For example, the region/state requested an item at 100% for all cost limits, but you approved 100% for levels 1 and 2, 50% for level 3 and 0% for levels 4 and 5.
Deny	X	Not approved at any cost limit requested by the region/state.

Note: *If you have multiple levels of access, verify that you are in the correct login role before making changes.*

To approve a regional/state budget request:

1 From the FPA-BDD National Planning Data Sets page, choose **Budget Request > Approve Items**. The Approve Budget Items page appears.

Figure 60—Approve Budget Items page (FPA-BDD)

2   Mark the checkbox next to the item(s) that you want to approve or deny the request for.

> ***Note:***   *You can save time by selecting all the items in the list that you plan to approve at the same level for each cost limit.*

3   Enter the **% of Total Cost** for each cost limit.

> ***Note:***   *To apply the same percentage to all cost limits and selected items, enter the percentage in the field under the **All** checkbox. Then, mark the **All** checkbox and click **Update Approvals**.*

4   Mark the **Approve** checkboxes under the cost limit indexes you want to approve or deny.

5   Click **Update Approvals**.The page refreshes and displays the approval status of the selected items. The amount approved appears in the table after the amount requested. For example, an item requested at 100% and approved at 50% for a particular cost limit displays 100/50 under that cost limit, and a yellow % symbol in the **App** column.

6   Repeat steps 2 through 5 until all the requested items are approved or denied.

Once you approve or deny approval for an item, the region/state can no longer modify that item.

Resetting an Approved Item

At times, you may need to remove the approval status for a particular item, so that the region/state can make changes to it. This can only be done if the planning data set has a status of CEA Complete

or FPU Complete. Once you have set the status to Regional Complete, the regions/states can no longer make any changes to the planning data set.

To reset an approved item:

1   From the FPA-BDD National Planning Data Sets page, choose **Budget Request > Approve Items**. The Approve Budget Items page appears.

2   Mark the checkbox next to the item(s) that you want to reset the approval for.

3   Click **Remove Approvals**.The page refreshes and removes the approval status of the selected items.

4   Notify the region/state that you have reset the approval status for the budget items selected.

Determining National Budget Items to Include in BDD

You will use BDD to enter all of your national preparedness budget items for your agency. Use the following procedure to ensure that you have captured all appropriate budget items for your agency.

To determine national budget items:

1   Cross-check that regional/state requests do not duplicate budget items that should be in the national preparedness budget.

2   Gather the current national budget for your agency.

3   Review the items listed to identify all preparedness budget items for your agency.

4   Determine which items can be lumped.

5   Begin data entry. (See Entering a National Budget Item in BDD on page 93.)

Entering a National Budget Item in BDD

As the national analyst for your agency, you are responsible for entering the national shared resources owned by your agency and accounted for in the preparedness budget.

Before performing these tasks, you must have the following:

- National level access to BDD

- List of budget items and budget owners for national resources that need to be entered into BDD for your agency

Note: *You can enter and edit budget items, but cannot submit budget requests or approve items until the National Cost Effectiveness Curve has been generated.*

Overview of Activities and Program Types

When creating a budget item, you are asked to specify the sub-activity and program type for each item. The following tables provide the definitions for these fields:

Sub-Activities are part of the budget structure under the Preparedness activity. All budget items must be associated with a sub-activity:.

Table 15—Sub-Activity List

Item	Description
Readiness	Used to maintain preparedness for fire events.
Facility Construction and Maintenance	Used to build or maintain a facility that is needed for preparedness activities.
Research and Technology	Used for scientific exploration or evaluation of new technology for maintaining preparedness.

Program type indicates what area of Preparedness the budget item applies to:.

Table 16—Program Type List

Item	Description
Contract IR	Initial response budget item that is owned by a contractor, but paid for out of the preparedness budget.
Extended Attack	Resources funded from the preparedness budget that are used to support extended attack activities. Examples include management positions responsible for staffing crews and obtaining resources, or career seasonal training specialists. Only include budget items that are funded from the "wildland fire preparedness" activity.
IR	Initial response budget item that was included in the FPA-PM analysis. Not editable.

Table 16—Program Type List

Item	Description
IR Transitional	Initial response budget item that exists in the current organization, but was not completely funded in the FPA-PM analysis.
Large Fire	Resources funded from the preparedness budget that are used to support large fire activities. Examples include management positions responsible for staffing crews and obtaining resources, or career seasonal training specialists. Only include budget items that are funded from the "wildland fire preparedness" activity.
National Shared Resources	Resources funded from the agency's national preparedness budget that are shared with other agencies for wildland fire management. Examples include airtankers and smoke jumpers.
Other	Preparedness budget items that don't fit in the any other program type.
Prevention	Activities, including education, engineering, enforcement and administration, that are directed at reducing the number of wildfires, the costs of suppression, and fire-caused damages to resources and property.
Trainee and Dev. Position	Positions intended to build skills for specific employees. These positions are not analyzed or funded in FPA-PM. If your agency provided funding in the current year budget for specific positions in this category, include them here.
Wildland Fire Use	Preparedness activities associated with evaluating and monitoring wildland fire use.

Note: *For BDD, you need to add the actual training/travel costs and supplies cost for the budget items you enter in BDD. For PM-analysis items, these costs are already rolled in.*

Creating a National Fire Support Budget Item

Note: National fire support budget items are personnel positions that are not "management", but are considered "fire-specific activities or positions." Such positions include budget analysts, fire use, GIS, and so on.*Each fire resource has associated costs for related equipment, supplies, etc. Verify that these costs have been captured in either the FPA-PM analysis or in BDD.*

To create/update a national fire support budget item:

1   From the FPA- BDD National Planning Data Set page, choose **Budget Request > Edit Items**. The Budget Items List page appears.

> *Note:*   *The page you see may contain different items from those shown below, depending on what you've entered. If you haven't entered any budget items, the list will be blank.*

Figure 61—Budget Item List (FPA-BDD)

2   Click **Create**. The Select a Cost Category for This Budget Item dialog box appears.

Figure 62—Cost Category Selection Window (FPA-BDD)

3   Select **Fire Support**, then click **Submit**. The Create/Update Fire Support Budget Item page appears.

Figure 63—Create Fire Support Budget Items page (FPA-BDD)

4 Select a **Budget Owner** from the drop-down list. Only the units within your agency and region/state appear in the list.

5 Select a **Sub-Activity** from the drop-down list. (See Overview of Activities and Program Types on page 93 for a more detailed explanation of the items in the list.)

6 Select a **Program Type** from the drop-down list. (See Overview of Activities and Program Types on page 93 for a more detailed explanation of the items in the list.)

7 Select a **Cost Sub-Category** from the drop-down list.

- Administrative Support
- Aviation Support
- Cache
- Detection (Ground and Aerial)
- Dispatch
- Equip/Facilities Support
- Fire Investigator
- Fire Planning

- Fiscal Management
- Human Resources
- Other
- Other Resource Support
- Prevention
- Public Affairs/Education
- Safety
- Training

8 Enter a **Description** for the item, up to a maximum of 25 characters. This description should be explicit enough to identify the resource within the current organization. Some agencies have conventions associated with this field.

> **Note:** *Item Quantity is not editable for this cost category. Use the staffing section to include more than one resource for this item.(See step 12.)*

9   Enter a **Justification**, up to a maximum of 250 characters. Be as specific as possible about the reasons for requesting the item.

10   Enter a **Comment**, up to a maximum of 250 characters. Use this space to provide any additional details for the budget item.

11   Enter the applicable costs for **Contract, Equip O&M, Supply, Training/travel**, or **Capital Cost**. For the budget request item, use the actual cost.

12   Click **Add**. The personnel fields appear in the table.

Figure 64—Create Staffing Position (FPA-BDD)

13   Select the **Personnel Type** and **Staffing Area**, then enter the **FTEs** and **Positions** that support this budget item. (For a detailed explanation of how personnel costs are calculated, see Staffing Cost Overview on page 12.)

14   Click **Submit**. The item is saved and added to the budget item list.

Creating a National Fireline Producer Budget Item

National fireline producers include direct costs for national-level activities that are required for fireline production. Examples include smoke jumpers, hot shot crews, airtankers, type 1 and 2 helicopters, and so on.

To create/update a national fireline producer budget item:

1   From the FPA- BDD National Planning Data Set page, choose **Budget Request > Edit Items**. The Budget Items List page appears.

> **Note:** *The page you see may contain different items from those shown below, depending on what you've entered. If you haven't entered any budget items, the list will be blank.*

Figure 65—Budget Item List (FPA-BDD)

2   Click **Create**. The Select a Cost Category for This Budget Item dialog box appears.

Figure 66—Cost Category window (FPA-BDD)

3   Select **Fireline Producer**, then click **Submit**. The Create/Update Fireline Producer Budget Item page appears.

Figure 67—Create Fireline Producer Budget Item page (FPA-BDD)

4 Select a **Budget Owner** from the drop-down list.

5 Select a **Sub-Activity** from the drop-down list. (See Overview of Activities and Program Types on page 93 for a more detailed explanation of the items in the list.)

6 Select a **Program Type** from the drop-down list. (See Overview of Activities and Program Types on page 93 for a more detailed explanation of the items in the list.)

7 Enter a **Description** for the item, up to a maximum of 25 characters. This description should be explicit enough to identify the resource within the current organization. Some agencies have conventions associated with this field.

8 Enter an **Item Qty**. This is the number of units you are requesting of this resource.

9 Enter a **Justification**, up to a maximum of 250 characters. Be as specific as possible about the reasons for requesting the item.

10 Enter a **Comment**, up to a maximum of 250 characters. Use this space to provide any additional details for the budget item.

11 Select the **Kind, Category, Type,** and enter the **Staffing Qty** for the item you are requesting**.**

12 Enter the applicable costs for **Contract, Equip O&M, Supply, Training/travel**, or **Capital Cost**. For the budget request item, use the actual cost. As you make changes, the **Total Cost** field is updated.

13 Click **Add**. The personnel fields appear in the table.

Figure 68—Create Staffing Positions (FPA-BDD)

14 Select the **Personnel Type** and **Staffing Area**, then enter the **FTEs** and **Positions** that support this budget item. (For a detailed explanation of how personnel costs are calculated, see Staffing Cost Overview on page 12.)

15 Click **Submit**. The item is saved and added to the budget item list.

Creating a National Leadership Budget Item

Note: National fire leadership is a direct cost to the organization. These positions include National Fire Management Officers; Assistant and Deputy FMOs; Aviation Officers; Wildland Fire Use Specialists; etc.*Each fire resource has associated costs for related equipment, supplies, etc. Verify that these costs have been captured in either the FPA-PM analysis or in BDD.*

To create/update a national leadership budget item:

1 From the FPA- BDD National Planning Data Set page, choose **Budget Request > Edit Items**. The Budget Items List page appears.

Note: *The page you see may contain different items from those shown below, depending on what you've entered. If you haven't entered any budget items, the list will be blank.*

Figure 69—Budget Items List (FPA-BDD)

2   Click **Create**. The Select a Cost Category for This Budget Item dialog box appears.
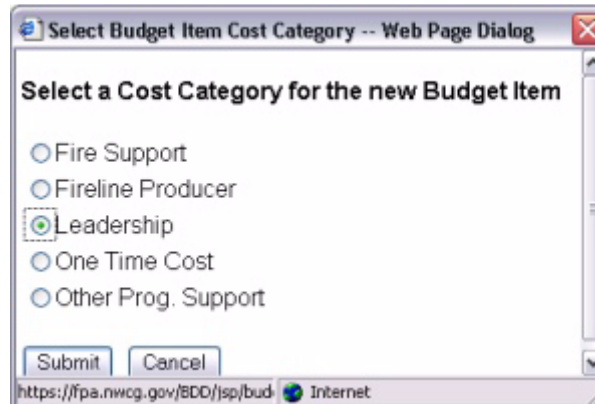
Figure 70—Cost Category window (FPA-BDD)

3   Select **Fire Leadership**, then click **Submit**. The Create/Update Fire Leadership Budget Item page appears.

Figure 71—Create Leadership Items (FPA-BDD)

4   Select a **Budget Owner** from the drop-down list.

5   Select a **Sub-Activity** from the drop-down list. (See Overview of Activities and Program Types on page 93 for a more detailed explanation of the items in the list.)

6   Select a **Program Type** from the drop-down list. (See Overview of Activities and Program Types on page 93 for a more detailed explanation of the items in the list.)

7   Select a **Cost Sub-Category** from the drop-down list.

- Assistant FMO

- Aviation Management

- FMO

- Fire Leadership

- Other

- Wildland Fire Ops Specialist

Note: *Item Quantity is not editable for this cost category. Use the staffing section to include more than one resource for this item.(See step 12.)*

8   Enter a **Description** for the item, up to a maximum of 25 characters. This description should be explicit enough to identify the resource within the current organization. Some agencies have conventions associated with this field.

9   Enter a **Justification**, up to a maximum of 250 characters. Be as specific as possible about the reasons for requesting the item.

10   Enter a **Comment**, up to a maximum of 250 characters. Use this space to provide any additional details for the budget item.

11   Enter the applicable costs for **Contract, Equip O&M, Supply, Training/travel**, or **Capital Cost**. For the budget request item, use the actual cost.

12   Click **Add**. The personnel fields appear in the table.

Figure 72—Create Staffing Positions (FPA-BDD)

13   Select the **Personnel Type** and **Staffing Area**, then enter the **FTEs** and **Positions** that support this budget item. The staffing costs are calculated automatically from your selections.

14   Click **Submit**. The item is saved and added to the budget item list.

Creating a National One-Time Cost Budget Item

National one-time costs can be either direct or indirect costs that are not part of the normal annual expenditures. Examples include repaving the tarmac for an airtanker base, building an interagency

team, such as FPA, ROSS, IQCS, setting up a national training center. Do not include items that would be covered by the Working Capital Fund (WCF).

To create/update a national one-time cost budget item:

1   From the FPA- BDD National Planning Data Set page, choose **Budget Request > Edit Items**. The Budget Items List page appears.

> *Note:* *The page you see may contain different items from those shown below, depending on what you've entered. If you haven't entered any budget items, the list will be blank.*

Figure 73—Budget Items List (FPA-BDD)

2   Click **Create**. The Select a Cost Category for This Budget Item dialog box appears.

Figure 74—Cost Category window (FPA-BDD)

3   Select **One-Time Cost**, then click **Submit**. The Create/Update One-Time Cost Budget Item page appears.

Figure 75—Create One-Time Cost Budget Item page (FPA-BDD)

4   Select a **Budget Owner** from the drop-down list.

5   Select a **Sub-Activity** from the drop-down list. (See Overview of Activities and Program Types on page 93 for a more detailed explanation of the items in the list.)

6   Select a **Program Type** from the drop-down list. (See Overview of Activities and Program Types on page 93 for a more detailed explanation of the items in the list.)

7   Select a **Cost Sub-Category** from the drop-down list. One-time costs are exceptions to the budget that are required for a special purpose.

   • Other

8   Enter a **Description** for the item, up to a maximum of 25 characters. This description should be explicit enough to identify the resource within the current organization. Some agencies have conventions associated with this field.

9   Enter an **Item Qty**.

10 Enter a **Justification**, up to a maximum of 250 characters. Be as specific as possible about the reasons for requesting the item.

11 Enter a **Comment**, up to a maximum of 250 characters. Use this space to provide any additional details for the budget item.

12 Enter the applicable costs for **Contract, Equip O&M, Supply, Training/travel**, or **Capital Cost**. For the budget request item, use the actual cost. The unit cost is calculated automatically based on your entries.

13 Click **Submit**. The item is saved and added to the budget item list.

Creating a National Other Program Support Budget Item

Note: Other program support costs can be direct or indirect costs that are paid for using the preparedness budget, but don't fit in the other cost categories. For example, you might have personnel costs for employees involved in administration or supervision to support more than one program or output, including salary, benefits, training and travel. This category also includes material, supplies, and equipment costs incurred by more than one program area. *Some fire resources may have associated costs for related equipment, supplies, etc. Verify that these costs have been captured in either the FPA-PM analysis or in BDD.*

To create/update a national other program support budget item:

1   From the FPA- BDD National Planning Data Set page, choose **Budget Request > Edit Items**. The Budget Items List page appears.

   Note: *The page you see may contain different items from those shown below, depending on what you've entered. If you haven't entered any budget items, the list will be blank.*

Figure 76—Budget Items List page (FPA-BDD)

2   Click **Create**. The Select a Cost Category for This Budget Item dialog box appears.

Figure 77—Cost Category window (FPA-BDD)

3 Select **Other Program Support**, then click **Submit**. The Create/Update Other Program Support Budget Item page appears.

4 Select a **Budget Owner** from the drop-down list.

5 Select a **Sub-Activity** from the drop-down list. (See Overview of Activities and Program Types on page 93 for a more detailed explanation of the items in the list.)

6 Select a **Program Type** from the drop-down list. (See Overview of Activities and Program Types on page 93 for a more detailed explanation of the items in the list.)

7   Select a **Cost Sub-Category** from the drop-down list.

- Admin.Overhead

- Facilities Maintenance

- Other

- Rent

- Utilities

8   Enter a **Description** for the item, up to a maximum of 25 characters. This description should be explicit enough to identify the resource within the current organization. Some agencies have conventions associated with this field.

9   Enter a **Total Cost**. This amount includes any salaries and benefits, equipment operations and maintenance, supplies, travel/training, contract, and miscellaneous costs associated with the item.

10   Enter a **Justification**, up to a maximum of 250 characters. Be as specific as possible about the reasons for requesting the item.

11   Enter a **Comment**, up to a maximum of 250 characters. Use this space to provide any additional details for the budget item.

12   Click **Submit**. The item is saved and added to the budget item list.

Viewing Budget Item Detail

Use this procedure if you need to see more detail about an item being displayed in a budget item table.

> *Note:*   *The fields displayed in the View Budget Item Detail page are not editable. To edit the fields, go to the Create/Update page for that item. (See the appropriate procedure for instructions on how to update a budget item.)*

To view budget item detail:

1   From any page that shows a budget item table, mark the checkbox next to the budget item that you want to view details for.

2   Click **View Item Detail**.The View Item Detail page appears for the selected item.The fields are not editable. You can print the page by choosing **File > Print** from the web browser's menu bar.

3   When you are finished reviewing the item, click **Close**. The page closes and the page you were working in reappears.

Updating a Budget Item

Use this procedure to make changes to an existing budget item.

To update a budget item:

1 From the FPA- BDD National Planning Data Set page, choose **Budget Request > Edit Items**. The Budget Items List page appears.

Figure 78—Budget Item List page (FPA-BDD)

2 Select the item you want to update.

3 Click **Update**. The Create/Update page for the selected item appears.

4 Make the necessary edits.

5 Click **Submit**. The changes are saved and the Budget Items List page reappears.

Copying a Budget Item

You can save significant time with data entry by copying similar items and modifying them as needed.

To copy a budget item:

1 From the FPA- BDD National Planning Data Set page, choose **Budget Request > Edit Items**. The Budget Items List page appears.

Figure 79—Budget Item List page (FPA-BDD)

2 If necessary, filter the list to display the items you want to copy.

3 Select the item you want to copy. The **Copy** button becomes available.

4 Click **Copy**. The Create/Update page for the selected item appears.

5 Make the necessary edits.

6 Click **Submit**. The changes are saved and the Budget Items List page reappears with the copied item.

Deleting a Budget Item

Use this procedure to delete an existing budget item.

To delete a budget item:

1 From the FPA- BDD National Planning Data Set page, choose **Budget Request > Edit Items**. The Budget Items List page appears.

Figure 80—Budget Item List page (FPA-BDD)

2   Select the item you want to delete.

3   Click **Delete**. A message appears asking if you are sure you want to delete the selected budget item.

4   Click **OK**. The budget item is removed from the list and the Budget Items List page refreshes.

Finalizing a National Budget Request

After entering all the national items in BDD, you can request and approve the items for your agency. After all budget items have been approved at all levels, you can compile the budget for submission to the department for approval.

Requesting a National Budget Item in BDD

Requesting a budget item flags it in BDD for approval.The national analysts both request and approve the BDD budget items for their agency.

CAUTION—*Once you have submitted the budget request, you will no longer be able to edit that item.*

To request a national budget item in BDD:

1   From the BDD National Planning Data Sets page, choose **Budget Request > Request Items**. The Request Budget Item page appears and displays the list of all the BDD items for the agency's region/state.

Figure 81—Request Budget Items page (FPA-BDD)

Note: *If the budget item table is too wide to view on the screen, you can compress it by clicking* **Compress List***.Doing so hides the Sub-Activity and Cost Category columns. Clicking* **Display Full List** *restores the columns.*

2   Mark the checkbox next to one or more budget items that you want to request.

3   Mark the checkbox next to the **Cost Limit Indexes** that you want to request an item for.

4   As necessary, change the **% of Total Cost** for each cost limit index you selected. For example, you need to fund a helibase at 100 percent at cost limits 1 through 3, but a different resource was selected for cost limits 4 and 5, so those percentages equal 0.

5   Click **Update Requests**. The selected **Cost Limit Indexes** columns are updated with the selected percentages.

6   Repeat steps 2 through 5 for each item in the list.

Removing a National Budget Item Request

If you request an item that you later decide should not be requested, you can remove the request as long as the item has not already approved.

Note: *The Remove Request button is available only after you have selected a previously requested budget item.*

To remove a national budget item request:

1   From the BDD National Planning Data Sets page, choose **Budget Request > Request Items**. The Request Budget Item page appears and displays the list of all the BDD items for the FPU.

2   Mark the checkbox next to one or more budget items that you want to remove the request from. The **Remove Requests** button becomes active.

3   Click **Remove Requests**. The selected **Cost Limit Indexes** columns are reset to NA.

Approving a National Budget Item

Unlike the FPU and Regional/State levels, national analysts can approve their own item requests in BDD. These approved items are then compiled with the rest of the budget and submitted to the departments for approval.

To approve a national budget item:

1   From the FPA-BDD National Planning Data Sets page, choose **Budget Request > Approve Items**. The Approve Budget Items page appears.

Figure 82—Approve Budget Items page (FPA-BDD)

2   Mark the checkbox next to the item(s) that you want to approve or deny the request for.

> *Note:* *You can save time by selecting all the items in the list that you plan to approve at the same level for each cost limit.*

3   Enter the **% of Total Cost** for each cost limit.

> *Note:* *To apply the same percentage to all cost limits and selected items, enter the percentage in the field under the **All** checkbox. Then, mark the **All** checkbox and click **Update Approvals**.*
>
> *To deny a request, set the percentage to 0.*

4   Mark the **Approve** checkboxes under the cost limit indexes you want to approve or deny.

5   Click **Update Approvals**.The page refreshes and displays the approval status of the selected items. The amount approved appears in the table after the amount requested. For example, an item requested at 100% and approved at 50% for a particular cost limit displays 100/50 under that cost limit, and a yellow % symbol in the **App** column.

6   Repeat steps 2 through 5 until all the requested items are approved or denied.

Once you approve or deny approval for an item, the national analyst can no longer modify that item.

Resetting an Approved Item

At times, you may need to remove the approval status for a particular item, so that you can make changes to it. This can only be done if the planning data set has a status of CEA Complete, FPU Complete, or Regional Complete. Once you have set the status to Budget Request Complete, no one can make any changes to the planning data set.

To reset an approved item:

1 From the FPA-BDD National Planning Data Sets page, choose **Budget Request > Approve Items**. The Approve Budget Items page appears.

2 Mark the checkbox next to the item(s) that you want to reset the approval for.

3 Click **Remove Approvals**.The page refreshes and removes the approval status of the selected items.

4 Notify the affected national analyst that you have reset the approval status for the budget items selected.

Compiling FPA Budget with Overall Agency Budget

Once you have completed BDD, you must compile the resulting budget with the overall fire budget for your department. Refer to field instructions from your specific agency and department for details on how to do this.

Allocating Appropriations to Regions/States

future release

Chapter 6 Application Administrator Tasks

This chapter provides instructions on how to create the national preparedness budget using BDD. For detailed information about processes that occur outside the FPA applications, refer to the *FPA Reference Guide*.

Note: *BDD has a 5-minute timeout. If you do not touch the application within that time, you are automatically logged out, and may lose unsaved data.*

This chapter contains the following sections:

Preparing the Data Set for Budget Submission

Each year, the application administrators need to create an official planning data set in BDD for the budget submission. In addition, the FPU data for submitted PM analyses must be extracted into BDD before the FPUs can request budget items.

Before you can complete these tasks, the following criteria must be met:
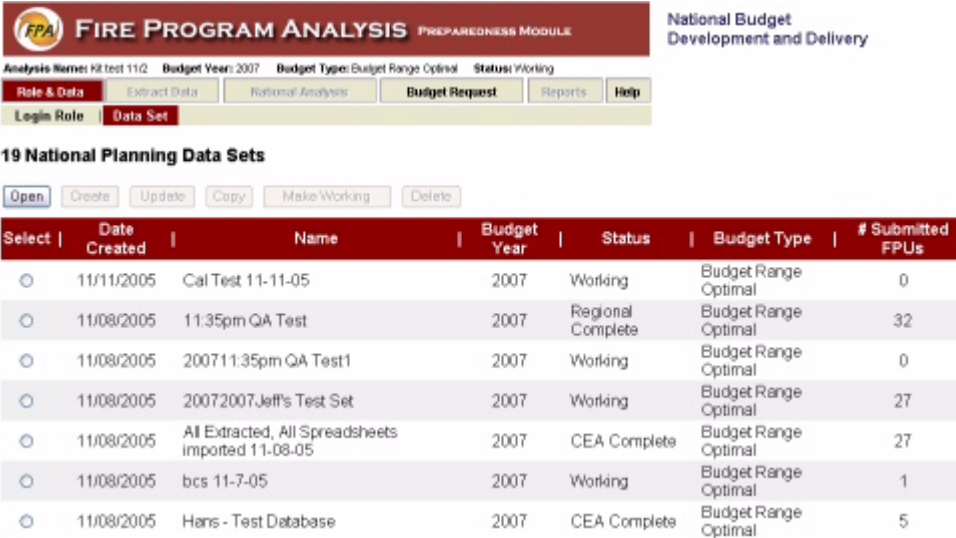
- At least one FPU must have submitted its preparedness budget through PM

- You must have Application Administrator level access

Creating a National Planning Data Set

The national planning data set for the official budget submission can be created at any time during the year. In addition, you can create "sandbox" planning data sets to test different scenarios.

To create a national planning data set:

1   Log in to BDD as a national budget analyst. (**Go to https://fpa.nwcg.gov/BDD/faces/jsp/login/BDDLogin.jsp > Enter User Name and Password > Select National Role**). The National Planning Data Set page appears.

Figure 83—National Planning Data Set page

2   Click **Create**. The Create National Planning Data Set dialog box appears.

Figure 84—Create National Planning Data Set Dialog Box (FPA-BDD)

3 In the **Name** field, type a name for the planning data set. Use the following naming conventions:

- **Official data set:** FY<year> Official Budget <indicate if Budget Range or Full Range>. For example, "FY2008 Official Budget Range Optimal", or "FY2008 Official Full Range Optimal".

- **Sandbox data set:** <your initials> Sandbox <date created> <indicate what you are testing>. For example, "KB Sandbox 11-30-2005 Doc Development".

4 Select the budget year that you are creating the planning data set for. You will be able to extract only FPA-PM analyses submitted for that budget year.

5 For the Official Budget Range data set, select Yes for the **Default Budget**. Otherwise, leave the default of No.

6 Select the appropriate **Budget Type**: Budget Range Optimal or Full Range Optimal.

7 Click **Submit**. The new national planning data set appears in the list. If you set the new data set as the default, it appears at the top of the national planning data set list with a checkmark in the **Def** column.

Figure 85—National PDS Showing Default (FPA-BDD)

Extracting FPU Data into the National Planning Data Set

Once the national planning data set has been created, you can begin extracting FPU data into the national planning data set as the FPUs submit their PM analysis. FPUs can enter budget items in BDD, but cannot request budget items until their data are extracted.

Note: *To avoid holding up the process for FPUs that submit their data early, the FPA team recommends checking the FPU status and extracting data at least once per day until all FPUs have submitted their data.*

Non-federal resources must be set to non-budgeted or the FPU's data will not extract correctly. In this case, you must contact the Help Desk to re-set the FPU data set to Complete and inform the FPU Team Administrator that their data did not extract correctly so that they can re-run the analysis and re-submit.

To extract FPU data into the national planning data set:

1 From the FPA-BDD National Planning Data Sets page, choose **Extract Data > Extract Submitted Budgets**. The Extract Submitted Budgets page appears. The symbols mean the following:

- **Red Exclamation Point:** The FPU's data are associated with an invalid lookup data set. The FPU needs to re-run and re-submit their analysis. Contact the Help Desk.

- **Checkbox in Select Column:** The FPU's data are ready for extraction into the national planning data set.

- **Blue Checkmark:** The FPU's data have been successfully extracted into the national planning data set.

- **Blank Select and In Current Data Set columns.** The FPU has a data set in PM at some status other than Submitted.

Figure 86—Extract Submitted Budgets (FPA-BDD)

2 Mark the checkboxes next to the FPUs you want to extract data for.

3 Click **Extract**. The extraction process may take a few minutes depending on the size of the data sets being extracted. The page refreshes. The newly extracted FPU data sets are moved to the bottom of the list and a blue checkmark appears next to them.

> **Note:** *If the FPU data set contains non-federal resources marked as Budgeted, the extraction will fail for that data set, and an error message appears above the list.*

4   Repeat this procedure at least once per day until all FPUs' data sets have been extracted for the budget year.

Deleting an FPU's Data from the National Planning Data Set

If there is a problem with an FPU's PM analysis, you can delete the data from the national planning data set. You and also use this function to clean up a national planning data set after copying it.

> **CAUTION**—*Deleting an FPU's data from the national planning data set will prevent it from being included in the national CEA until the FPU data has been re-extracted.*
>
> *If you are deleting the FPU data due to a problem with the submission, you **must** contact the Help Desk and the affected FPU so that they can fix the problem and resubmit.*

To delete an FPU budget from the national planning data set:

1   Before removing an extracted FPU from the national data set, print the Budget Item Details Report showing all items for the FPU. This way, you have backup data in case of a problem with the deletion. (See Creating the Budget Item Details Report on page 139.)

2   From the FPA-BDD National Planning Data Sets page, choose **Extract Data > Manage Extracted Budgets**. The Manage Extracted Budgets page appears.

Figure 87—Manage Extracted Budgets page (FPA-BDD)

3   Mark the checkbox next to the FPU that you want to delete from the national planning data set. The **Delete** button becomes available.

4   Click **Delete**. A message appears asking you to confirm that you want to delete the FPU's data.

5   Click **OK**. The FPU's data are removed from the national planning data set.

6   If you deleted the data because of an issue with it, contact the Help Desk so that they can reset the affected analysis to Complete. (Only one data set can be set to Submitted per planning year and budget type.)

7   Contact affected FPU so that they can make the necessary changes and resubmit.

Managing Extracted FPU Data

After extracting the FPU data, you need to determine whether or not to include it in the national CEA analysis. This functionality enables you to develop "what if" scenarios and to play with what the national CEA would look like under different circumstances.

> *CAUTION*—*For the official national CEA, be sure to include all extracted FPUs in the analysis. Otherwise, the national curve will not reflect the actual situation and may not provide adequate information for developing an accurate budget.*

Before performing these tasks, the data set must meet the following criteria:

- The data set must have a status of Working.

- At least one FPU must have been extracted into the national planning data set.

Including an FPU's Data in the National CEA

Use this procedure to include one or more FPUs in the national CEA. To be included in the national CEA, the FPU's data must have been extracted into the national planning data set.

To include an FPU's data in the national CEA:

1   From the FPA-BDD National Planning Data Sets page, choose **Extract Data > Manage Extracted Budgets**. The Manage Extracted Budgets page appears.

Figure 88—Manage Extracted Budgets Page (FPA-BDD)

2   Mark the checkbox next to the FPU(s) that you want to include in the national CEA. The **Include** button becomes active.

3   Click **Include**. Depending on the number of FPUs selected and the amount of data being included, this process may take a few seconds. A blue checkmark appears next to the included FPUs.

Once you have included all the extracted FPUs, you can run the national CEA. (See Formulating the National Cost Effectiveness Frontier (CEA) on page 125.)

Excluding an FPU's Data from the National CEA

Use this procedure to exclude an FPU from the national CEA. This function is helpful for developing "what if" scenarios.

> **CAUTION**—*Excluding FPUs from the official analysis means that these FPUs will not be analyzed as part of the national CEA and will not be included in the budget request. The FPA team recommends including all extracted FPUs in the official analysis.*

To exclude an FPU's data from the national CEA:

1   From the FPA-BDD National Planning Data Sets page, choose **Extract Data > Manage Extracted Budgets**. The Manage Extracted Budgets page appears.

Figure 89—Manage Extracted Budgets Page (FPA-BDD)

2   Mark the checkbox next to the FPU(s) that you want to exclude from the national CEA. The **Exclude** button becomes available.

> **Note:** *You can only exclude FPUs that have a blue checkmark next to them.*

3   Click **Exclude**.Depending on the number of FPUs selected and the amount of data being included, this process may take a few seconds. The blue checkmark is removed from the selected FPUs, and these data will no longer be included in the national CEA.

Formulating the National Cost Effectiveness Frontier (CEA)

The National Cost Effectiveness Analysis (CEA) Frontier compiles the CEAs for all FPUs into a single curve. This analysis allows the national budget analysts to determine which cost limit to submit to Congress and OMB.

Before you can complete these tasks, the following criteria must be met:

- The official national planning data set must be created for the fiscal year being budgeted

- All FPUs must have submitted their preparedness budget through PM

- All FPU data must be extracted into the national planning data set

- For the official CEA, all FPUs must be included in the national CEA

- You must have Application Administrator level access

Note: *If the national analysis uses a different number of cost limits than those used at the FPU level, the number of cost limits that appear on the Budget Item Request and Budget Item Approval pages will equal the number of cost limits selected for the national CEA analysis.*

Setting Parameters for the National CEA Analysis

The national CEA enables you to identify a cost limit for developing the national preparedness budget requests for each agency. It is calculated using the total minimum cost level and total maximum cost level for all FPUs in the country. The national increment is calculated using the following formula:

Maximum Cost - Minimum Cost /4 = Cost increment used to create 5 cost limits

CAUTION—*Do not run the CEA for data sets representing the official budget year until all FPUs' data sets have been submitted and extracted.Once the CEA has been run, no other FPUs can be extracted into that data set.*

To set parameters for the national CEA analysis:

1   From the FPA-BDD National Planning Data Set page, choose **National Analysis > Analysis Parameters**. The National Analysis Parameters page appears.

Figure 90—National Analysis Parameters page (FPA-BDD)

2 Enter the **Minimum** cost limit. (This number must be equal to or greater than the sum of all the FPU minimums.)

3 Enter the **Maximum** cost limit. (This number must be equal to or greater than the sum of all the FPU maximums.)

4 Calculate the cost **Increment** using the formula above.

5 Click **Submit**. The page refreshes and the analysis parameters are saved.

Running the National CEA

Once you have set the analysis parameters and all FPU data sets have been submitted and extracted, you can run the national CEA.

> *Note:* *It is important that the national budget analysts from each agency agree on the cost limit to use for the request before submitting the final preparedness budget to OMB or Congress for approval.*

To run the national CEA:

1 From the FPA-BDD National Planning Data Set page, choose **National Analysis > Run**. The Run National Analysis page appears.

Figure 91—Run National Analysis page (FPA-BDD)

2   Click **Run**. The analysis may take several hours to complete depending on the size of the data set. You can close out of the application without affecting the analysis.

3   To check the status of the analysis, click **Refresh Status**. The **Last Optimizer Message** field is updated.

Once the CEA analysis is complete, the status of the national planning data set changes to **CEA Complete**, and no additional FPU data sets can be extracted.

Changing the Status of the National Data Set

As an application administrator, you have the capability of changing the status of the entire national data set. When you change the national data set status, it affects everyone who has submitted or entered data in BDD, regardless of agency affiliation.

> **WARNING**—*Do not change the status of the national data set before consulting with the national analysts from all five agencies. Making changes to the data set status affects everyone who has submitted or entered data for BDD.*

The following table describes the data set status:.

Table 17—Planning Data Set Status Definitions

Status	Definition
Working	All users can enter budget items. Application Administrators can extract FPU analyses for the national CEA. Users can request budget items if their FPU data has been extracted.
CEA Complete	PM analyses for all FPUs have been submitted and extracted into BDD, and the application administrators have calculated the CEA curve. All users can enter budget items and submit budget requests. Regional/State and National users can approve budget items. All users can generate reports. (See National Cost Effectiveness Analysis Overview on page 11.)
FPU Complete	FPU level data are locked. Only regional/state and national budget analysts can enter or request budget items. All users can generate reports.
Regional/State Complete	FPU and regional/state level data are locked. Only national budget analysts can enter or request budget items. All users can generate reports.
Budget Request Complete	No one can enter or edit budget items. The national analysts review the budget to confirm its accuracy and completeness before submitting to Congress and OMB. The preparedness budgets are rolled up into the department budgets. All users can generate reports.
Budget Request Official	The budget has been submitted to Congress and OMB. No changes are allowed. All users can generate reports.

Advancing the Status of the National Planning Data Set

At each stage of the budget development process, the data set status reflects the level of access allowed for making changes or entering additional items. As units, region/states, and national analysts finish their tasks, the data set status reflects this.

WARNING—*Do not change the status of the national data set before consulting with the national analysts from all five agencies. Making changes to the data set status affects everyone who has submitted or entered data for BDD.*

To advance the status of the national planning data set:

1   Consult with the national analysts from all five agencies to confirm that all units and regions/states have completed the tasks required for moving to the next level.

Table 18—Planning Data Set Status Tasks

Status	Tasks
Working	All FPU users submit an official PM analysis.
	Application Administrators extract all FPU units into the national data set.
	Application Administrators verify that all FPUs' data have been extracted, and confirm with the other national analysts that the team is ready to run the national CEA. Once the analysis is complete, the data set automatically advances to CEA Complete.
CEA Complete	All users enter data.
	FPU users submit all of their budget requests.
	Regional/State users verify that FPU users have completed their tasks and notify their national analyst.
	Application Administrators confer with each other to ensure that everyone is ready for the next step.
FPU Complete	Regions/states finish entering data and approving FPU requests, and notify their national analyst when they are done.
	Application Administrators confer with each other to ensure that everyone is ready for the next step.
Regional/State Complete	National analysts finish entering data and approving regional/state requests.
	When finished with data entry and approvals, the Application Administrators confer to ensure that everyone is ready for the next step

Table 18—Planning Data Set Status Tasks

Status	Tasks
Budget Request Complete	National analysts review the budget to confirm its accuracy and completeness before submitting to Congress and OMB. Application Administrators confer with other national analysts to verify that everyone is ready for the next step. National analysts submit the budget request to OMB and Congress.
Budget Request Official	National analysts await notification of the allocations.

2 From the BDD National Planning Data Set page, choose **Budget Request > Complete**. The Data Set Status page appears with the middle button highlighted.

Figure 92—Data Set Status page (FPA-BDD)

3 Click the middle button. The text on the button changes based on the current state of the data set.

- **Make FPU Complete** locks out the FPUs from making changes.

- **Make Regional Complete** locks out the regions/states from making changes.

- **Budget Request Complete** locks out the national analysts from making changes.

- **Budget Request Official** indicates that the official budget request has been sent to OMGB and Congress.

A message appears explaining the consequences of changing the data set status.

4 Read the message to ensure that you are ready to take the action.

5 Click **OK** to change the data set status. The data set status changes to the level you selected.

Reverting the Status of the National Planning Data Set

At times, you may find that the data set status was advanced prematurely. If so, you can revert the data set to the previous status. This option is only available if the national data set status is CEA Complete or higher.

WARNING—*Reverting the planning data set to and earlier state will cause all approvals and requests to be lost! If you must revert the data set, run a report for all the requests and approvals first.*

To revert the status of the national planning data set from CEA Complete:

1 Consult with the Application Administrators from all five agencies to confirm that the data set needs to be reverted.

2 Run a report to show all the requests and approvals for all units, regions/states, and national agencies. (See Chapter 6 for instructions on running a report.)

3 From the BDD National Planning Data Set page, click the **Make Working** button. The data set status changes to Working and all requests and approvals are removed.

To revert the status of the national planning data set from FPU Complete or higher:

1 Consult with the Application Administrators from all five agencies to confirm that the data set needs to be reverted.

2 Run a report to show all the requests and approvals for all units, regions/states, and national agencies. (See Chapter 6 for instructions on running a report.)

3 From the BDD National Planning Data Set page, choose **Budget Request > Complete**. The Data Set Status page appears with the middle button highlighted.

Figure 93—Data Set Status page (FPA-BDD)

4 Click the middle button. The text on the button changes based on the current state of the data set.

- **Make FPU Complete** locks out the FPUs from making changes.

- **Make Regional Complete** locks out the regions/states from making changes.

- **Budget Request Complete** locks out the national analysts from making changes.

- **Budget Request Official** indicates that the official budget request has been sent to OMGB and Congress.

A message appears explaining the consequences of changing the data set status.

5 Read the message to ensure that you are ready to take the action.

6 Click **OK** to change the data set status. The data set status changes to the level you selected.

Chapter 7 Reports

This chapter provides instructions on generating the reports available in BDD.

Note: *BDD has a 5-minute timeout. If you do not touch the application within that time, you are automatically logged out, and may lose unsaved data.*

This chapter contains the following section:

- Generating BDD Reports on page 135

FPA-BDD User's Guide

Generating BDD Reports

Your access level dictates the data that you can obtain reports for. FPU level users can generate reports only on their own FPU. Regional/State budget analysts can generate reports for the FPUs assigned to their regions/states. The national budget analysts can generate reports on all the FPUs and regions. However, regional/state and national budget analysts can modify information only for the BDD items submitted to their agencies and areas of responsibility.

The following reports are available from BDD, and are automatically imported into MS Excel®:

- **Budget item reports:** Provides a financial report by cost limit of all the budget items entered in BDD. The report can be sorted in a variety of ways, including by cost category, approval status, cost limit, and so on. This report is only available when the planning data set status is at least CEA Complete.

- **National Frontier Graph:** Displays the national CEA compared to the budgets at the FPU, regional/state, and national levels. This report is only available when the planning data set status is at least CEA Complete.

- **FPU Points:** Shows which FPU cost limits were selected at each national analysis point. This report is only available when the planning data set status is at least CEA Complete.

- **Budget Item Details:** Provides a detailed financial report of all items entered or extracted into BDD. The report can be sorted in a variety of ways, including by cost category, approval status, cost limit, and so on. This report is available any time.

Creating the Budget Items Report

The budget items report can be sorted in the following ways:

- Category
- Program Type
- Budget Level
- FPU Teams
- Fireline Producers
- Item Status
- Personnel Status
- Pay Grade

Note: *By default, this report displays all the available cost information about the budget items entered in BDD for the units to which you have access. To restrict the report, select the items that you want to include (use* CTRL-CLICK *to select multiple options from the drop-down list).*

To create the budget items report:

1 From the FPA-BDD National Data Sets page, choose **Reports > Budget Items**. The Budget Items Reports page appears.

Figure 94—Budget Items Report page (FPA-BDD)

2 Select the **Cost Limits** that you want to include in the report. Only the cost limits available for your units appear in the list. (You can select multiple cost limits by using CTRL-CLICK.)

3 Enter the **Inflation Factor**, if any. The inflation factor is added to the costs stored in BDD, and allows you to evaluate the impact of inflation on your costs.

4 Click **Show Unit Selection** to select the units that you want to include in the report.

Only the units you are assigned to appear in the list. National analysts can print reports for any agency and unit. The Regional/state analysts can print reports for any FPU in their region/state. FPU analysts can print reports only for units within their FPU.
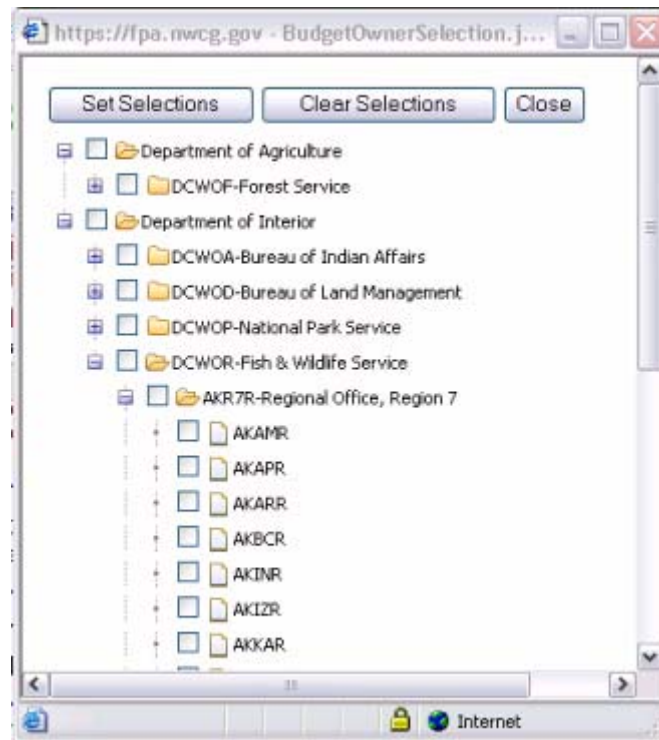
Figure 95—Unit Selection List (FPA-BDD)

5   Select the **Cost Category**, **Program Type**, and **Budget Level** that you want to include in the report.

6   Select the **FPU Teams** that you want to include in the report. The list will show only those FPU Teams you have access to.

7   Select the **Fireline Producers** that you want to include in the report. Only the fireline producers available to your units appear in the list.

8   Select the **Item Status** that you want to include in the report. The default is Approved.

9   Select the **Personnel** and **Pay Grades** that you want to include in the report.

10 After making your selections, click **Submit**. Depending on how many restrictions you selected and how much data you have, it may take a few minutes to generate the report. Once generated, the report appears in an MS Excel® spreadsheet, which can be saved to your computer or network drive.

Creating the Frontier Graph

The national CEA frontier graph shows the effectiveness curve for the cost limits used in the national analysis and compares it to the curves for the FPU analysis plus FPU BDD costs; for the regional/state analysis plus the FPU analysis and FPU BDD costs; and for the national analysis plus the regional/state analysis plus the FPU analysis and FPU BDD costs.

To create the frontier graph:

1   From the FPA-BDD National Data Sets page, choose **Reports > Frontier Graph**. The Frontier Graph page appears.

Figure 96—Frontier Graph Report Request Page (FPA-BDD)

2   Enter the **Inflation Factor**, if any. The inflation factor is added to the costs stored in BDD, and allows you to evaluate the impact of inflation on your costs.

3   Click **Submit**. The National CEA Frontier Graph Report appears.

Creating the FPU Points Report

This report shows which FPU cost limits (also called analysis points) are associated with each national analysis cost limit. This report is useful for predicting the funding level for the FPU if Congress allocates funding at one of the national analysis cost limits.

To create the FPU points report:

1   From the FPA-BDD National Data Sets page, choose **Reports > FPU Points**. The FPU Points Reports page appears.

Figure 97—FPU Points Report Page (FPA-BDD)

2   Enter the **Inflation Factor**, if any. The inflation factor is added to the costs stored in BDD, and allows you to evaluate the impact of inflation on your costs.

3   Select the **Cost Limits** that you want to include in the report. Only the cost limits available for your units appear in the list. (You can select multiple cost limits by using CTRL-CLICK.)

4   Select the FPU Teams you want to include in the report. For FPU and regional/state analysts, only FPU Teams that you are associated with appear in the list. For national analysts, all the FPUs appear in the list. (You can select multiple teams by using CTRL-CLICK.)

5   After making your selections, click **Submit**. The report appears in an MS Excel® spreadsheet, which can be saved to your computer or network drive.

Creating the Budget Item Details Report

The budget items report can be sorted in the following ways:

- Category
- Program Type
- Budget Level
- FPU Teams
- Source, Request Status

Note: *By default, this report displays all the available cost information about the budget items entered or extracted into BDD for the units to which you have access. To restrict the report, select the items that you want to include (use* CTRL-CLICK *to select multiple options from the drop-down list).*

To create the budget item details report:

1   From the FPA-BDD National Data Sets page, choose **Reports > Budget Item Details**. The Budget Item Details Report page appears.

Figure 98—Budget Item Details Report page (FPA-BDD)

2 Select the **Category** that you want to include in the report. (You can select multiple categories by using CTRL-CLICK.)

3 Select the **Program Type** that you want to include in the report.

4 Select **Budget Level** that you want to include in the report.

5 Select the **FPU Teams** that you want to include in the report. The list will show only those FPU Teams you have access to.

6 Select the **Source, Request Status** for the items you want to include in the report.

7 After making your selections, click **Submit**. Depending on how many restrictions you selected and how much data you have, it may take a few minutes to generate the report. Once generated, the report appears in an MS Excel® spreadsheet, which can be saved to your computer or network drive.

Appendix A: Icons

This appendix contains a quick reference guide to the icons used in BDD.

Table 19—FPU-Level Status Icons

Symbol	Meaning
	No action has been taken by the Regional/State budget analyst. These items are still editable.
	These budget items have been locked by the budget owner's regional analyst. Even if the data set status is Working or CEA Complete, these items cannot be modified.
	Approved by the Regional/State budget analyst at all funding levels requested. The item is no longer editable by the FPU.
	Partially approved by the Regional/State budget analyst. The percentage approved appears in the cost limit index columns after the percentage requested. For example, if you requested an item to be funded at 100% at cost limit 1, but the regional/state budget analyst approved it at 50%, you would see 100/50 in the column for cost limit 1. You will also see the % symbol if the item was approved at some cost limits, and not approved at others (e.g., 100/100, 100/80, 100/0, 100/0). The item is no longer editable by the FPU.
	Not approved at any requested funding level by the Regional/State budget analyst (indicated by a 0 in the cost limit column, e.g., 100/0). If an item is not approved, the Regional/State budget analyst must discuss the reasons with the FPU. The item is no longer editable by the FPU.
PM	Item was extracted from PM. This item is not editable by the FPU, but can be copied.
PM	Item was extracted from PM. This item is locked and is not editable by the FPU.
PMX	Item was extracted from PM and excluded from the budget by the FPU. This item is not editable by the FPU, but can be re-included.
PMX	Item was extracted from PM and excluded from the budget by the FPU. This item is locked and is not editable by the FPU.

Table 20—Unlock/Lock Status Column Icons

Icon	Description
🔒	The closed lock indicates that the data set status has locked the unit.
🔓	The open lock indicates that the data set status allows the unit to make changes.
🔒👤	The closed lock with a person next to it indicates that a user locked the unit. This prevents any changes for that unit, regardless of data set status.
🔓👤	The open lock with a person next to it indicates that a user unlocked the unit. This allows changes for that unit, regardless of data set status.

Appendix B: Drop-Down Lists

This appendix contains a quick reference guide to the drop-down lists contents in BDD. The lists are sorted by user role:

FPUs

Table 21—Sub-Activity List

Item	Description
Readiness	Used to maintain preparedness for fire events.
Facility Construction and Maintenance	Used to build or maintain a facility that is needed for preparedness activities.

Table 22—Program Type List

Item	Description
Contract IR	Initial response budget item that is owned by a contractor, but paid for out of the preparedness budget.
Extended Attack	Resources funded from the preparedness budget that are used to support extended attack activities. Examples include management positions responsible for staffing crews and obtaining resources, or career seasonal training specialists. Only include budget items that are funded from the "wildland fire preparedness" activity.
IR Transitional	Initial response budget item that exists in the current organization, but was not completely funded in the FPA-PM analysis.
Large Fire	Resources funded from the preparedness budget that are used to support large fire activities. Examples include management positions responsible for staffing crews and obtaining resources, or career seasonal training specialists. Only include budget items that are funded from the "wildland fire preparedness" activity.

Table 22—Program Type List

Item	Description
Other	Preparedness budget items that don't fit in the any other program type.
Prevention	Activities, including education, engineering, enforcement, and administration, that are directed at reducing the number of wildfires, the costs of suppression, and fire-caused damages to resources and property.
Trainee and Dev Position	Positions intended to build skills for specific employees. These positions are not analyzed or funded in FPA-PM. If your agency provided funding in the current year budget for specific positions in this category, include them here.
Wildland Fire Use	Preparedness activities associated with evaluating and monitoring wildland fire use.

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Table 23—Cost Sub-Categories for FMU Fire Support

- Aviation Support
- Cache
- Detection
- Dispatch
- Equip/Facilities Support
- Fire Investigator
- Fire Planning
- Fiscal Management

- Human Resources
- Other
- Other Resource Support
- Prevention
- Public Affairs/Education
- Safety
- Training

Table 24—Cost Sub-Categories for FMU Leadership

- Assistant FMO
- Aviation Management
- FMO
- Fire Leadership
- Other
- Wildland Fire Ops Specialist

Table 25—Cost Sub-Categories for FMU Other Program Support

- Admin.Overhead

- Facilities Maintenance

- Other

- Rent

- Utilities

Regional/State Analysts

Table 26—Sub-Activity List

Item	Description
Readiness	Used to maintain preparedness for fire events.
Facility Construction and Maintenance	Used to build or maintain a facility that is needed for preparedness activities.
Research and Technology	Used for scientific exploration or evaluation of new technology for maintaining preparedness.

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Table 27—Program Type List

Item	Description
Contract IR	Initial response budget item that is owned by a contractor, but paid for out of the preparedness budget.
Extended Attack	Resources funded from the preparedness budget that are used to support extended attack activities. Examples include management positions responsible for staffing crews and obtaining resources, or career seasonal training specialists. Only include budget items that are funded from the "wildland fire preparedness" activity.
IR	Initial response budget item that was included in the FPA-PM analysis. Not editable.
IR Transitional	Initial response budget item that exists in the current organization, but was not completely funded in the FPA-PM analysis.

Table 27—Program Type List

Item	Description
Large Fire	Resources funded from the preparedness budget that are used to support large fire activities. Examples include management positions responsible for staffing crews and obtaining resources, or career seasonal training specialists. Only include budget items that are funded from the "wildland fire preparedness" activity.
National Shared Resources	Resources funded from the regional/state preparedness budget that are shared nationally with other agencies.
Other	Preparedness budget items that don't fit in the any other program type.
Prevention	Activities, including education, engineering, enforcement and administration, that are directed at reducing the number of wildfires, the costs of suppression, and fire-caused damages to resources and property.
Trainee and Dev. Position	Positions intended to build skills for specific employees. These positions are not analyzed or funded in FPA-PM. If your agency provided funding in the current year budget for specific positions in this category, include them here.
Wildland Fire Use	Preparedness activities associated with evaluating and monitoring wildland fire use.

Table 28—Cost Sub-Categories for Regional/State Fire Support

- Administrative Support
- Aviation Support
- Cache
- Detection (Ground and Aerial)
- Dispatch
- Equip/Facilities Support
- Fire Investigator
- Fire Planning

- Fiscal Management
- Human Resources
- Other
- Other Resource Support

- Prevention
- Public Affairs/Education
- Safety
- Training

Table 29—Cost Sub-Categories for Regional/State Leadership

- Assistant FMO

- Aviation Management

- FMO

- Other

- Wildland Fire Ops Specialist

Table 30—Cost Sub-Categories for Regional/State Other Program Support

- Admin.Overhead

- Facilities Maintenance

- Other

- Rent

- Utilities

National Analysts

Table 31—Sub-Activity List

Item	Description
Readiness	Used to maintain preparedness for fire events.
Facility Construction and Maintenance	Used to build or maintain a facility that is needed for preparedness activities.
Research and Technology	Used for scientific exploration or evaluation of new technology for maintaining preparedness.

Table 32—Program Type List

Item	Description
Contract IR	Initial response budget item that is owned by a contractor, but paid for out of the preparedness budget.
Extended Attack	Resources funded from the preparedness budget that are used to support extended attack activities. Examples include management positions responsible for staffing crews and obtaining resources, or career seasonal training specialists. Only include budget items that are funded from the "wildland fire preparedness" activity.

Table 32—Program Type List

Item	Description
IR	Initial response budget item that was included in the FPA-PM analysis. Not editable.
IR Transitional	Initial response budget item that exists in the current organization, but was not completely funded in the FPA-PM analysis.
Large Fire	Resources funded from the preparedness budget that are used to support large fire activities. Examples include management positions responsible for staffing crews and obtaining resources, or career seasonal training specialists. Only include budget items that are funded from the "wildland fire preparedness" activity.
National Shared Resources	Resources funded from the agency's national preparedness budget that are shared with other agencies for wildland fire management. Examples include airtankers and smoke jumpers.
Other	Preparedness budget items that don't fit in the any other program type.
Prevention	Activities, including education, engineering, enforcement and administration, that are directed at reducing the number of wildfires, the costs of suppression, and fire-caused damages to resources and property.
Trainee and Dev. Position	Positions intended to build skills for specific employees. These positions are not analyzed or funded in FPA-PM. If your agency provided funding in the current year budget for specific positions in this category, include them here.
Wildland Fire Use	Preparedness activities associated with evaluating and monitoring wildland fire use.

Table 33—Cost Sub-Categories for National Fire Support

- Administrative Support
- Aviation Support
- Cache
- Detection (Ground and Aerial)
- Dispatch
- Equip/Facilities Support
- Fiscal Management
- Human Resources
- Other
- Other Resource Support
- Prevention
- Public Affairs/Education

Table 33—Cost Sub-Categories for National Fire Support

- Fire Investigator
- Fire Planning
- Safety
- Training

Table 34—Cost Sub-Categories for National Leadership

- Assistant FMO
- Aviation Management
- FMO
- Fire Leadership
- Other
- Wildland Fire Ops Specialist

Table 35—Cost Sub-Categories for National Other Program Support

- Admin.Overhead
- Facilities Maintenance
- Other
- Rent
- Utilities

Appendix C: Field Direction for Locking Users

This information applies to regional/state and national analysts, and provides additional field direction for working with the user locks and data set status in BDD.

Locking/unlocking affects only the selected unit or region/state within your agency, and takes precedence over the data set status, but does not affect the approval status of budget items. (See Table 37—User Role in Locking Based on Data Set Status (X = user role can perform task) for a matrix showing permissions at each user level and data set status.)

Regional/State Analysts

Regional/State analysts can lock or unlock any FPU unit within their region/state that belongs to their agency. For example, Forest Service Regional Analysts can only lock Forest Service units within their region. Other agencies' units in the FPU are not affected. To lock or unlock a unit, the unit must meet the following conditions:

- The FPU's data must be extracted into the data set.

- All entered budget items for that unit must be requested.

- The FPU unit(s) must have communicated that they are finished with BDD.

- To unlock a unit, the unit must be locked either due to the data set status or due to a previous lock placed by the regional/state or national analyst.

If the above conditions are not met, you will receive an error message.

Recommendations to Regions/States for Locking FPUs:

1 Wait to do approvals until the selected unit within the FPU has finished entering and requesting BDD items.

2 Verify the data set status.

- If the data set status is set to Working or CEA Complete, lock the unit using the procedure, Locking an FPU-level Unit on page 55.

- If the data set status is set to FPU Complete, skip to step 3 below.

3 Complete the approval process for all items belonging to the unit.

4 Repeat for each unit in your area of responsibility.

Recommendations to Regions/States for Unlocking FPUs:

1 Verify that the unit in question has a valid reason for making changes to BDD.

2 Use the procedure, Unlocking an FPU-level Unit on page 56, to unlock the affected unit(s).

3 Notify the affected unit(s) so that they can begin making changes.

4 Once the unit has finished making changes, verify the data set status.

- If the data set status is Working or CEA Complete, re-lock the unit using the procedure, Locking an FPU-level Unit on page 55.

- If the data set status is FPU Complete, reset the unit to the data set status to CEA Complete using the procedure, Resetting an FPU-level Unit's Status to the Data Set Status on page 56.

National Analysts

National analysts have two ways of preventing users from making additional changes:

- Data set status

- Locking/unlocking individual regions/states within your agency

Data Set Status

Setting the data set status affects all users in the data set; the effect depends on what the status is changed to and what the user's access level is (see Table 36—Planning Data Set Status Definitions). When the national analyst creates the data set, the status is automatically set to Working. Once the national analyst extracts the FPU data and runs the national CEA, the data set automatically changes to CEA Complete. To change the data set status to FPU Complete, Regional Complete, Budget Request Complete, or Budget Request Official, the national analyst must make the change manually. .

> **WARNING—*Changing the status of the national data set affects all users from all agencies. For the FY2008 submission, ICG is responsible for coordinating with the national analysts from each agency to change the data set status.***

Table 36—Planning Data Set Status Definitions

Status	Definition
Working	All users can enter budget items. Application Administrators can extract FPU analyses for the national CEA. Users can request budget items if their FPU data has been extracted into the national data set by ICG.
CEA Complete	PM analyses for all FPUs have been submitted and extracted into BDD, and the Application Administrators have calculated the CEA curve. All users can enter budget items and submit budget requests. Regional/State and National users can approve budget items. All users can generate reports. (See National Cost Effectiveness Analysis Overview on page 11.)
FPU Complete	FPU level data are locked. Only regional/state and national budget analysts can enter or request budget items. All users can generate reports.
Regional/State Complete	FPU and regional/state level data are locked. Only national budget analysts can enter or request budget items. All users can generate reports.
Budget Request Complete	No one can enter or edit budget items. The national analysts review the budget to confirm its accuracy and completeness before submitting to Congress and OMB. The preparedness budgets are rolled up into the departmental budgets. All users can generate reports.
Budget Request Official	The budget has been submitted to Congress and OMB. No changes are allowed. All users can generate reports.

Recommendations to National Analysts for Setting Data Set Status

Do not reset data set status. The ICG team is responsible for managing the workflow for the 2008 budget submission.

Locking/Unlocking Individual Regions/States

> **WARNING—***Locking the region/state also locks the FPU units owned by the selected region/state! Locking a region/state prevents any unit for your agency within that region/state from making changes, regardless of the data set status!*

National analysts can lock or unlock any region/state that belongs to their agency. To lock or unlock a region/state, the region/state must meet the following conditions:

- The data for all FPUs within the region/state must be extracted into the national data set.

- The budget items for all the FPUs within that region/state must be requested and approved by the region/state.

- All regional/state budget items for the selected region/state must be requested.

- The region/state must notify the national analysts that they are finished with BDD.

- To unlock a region/state, the region/state must be locked either due to the data set status or due to a previous lock placed by the national analyst.

If the above conditions are not met, you will receive an error message.

Recommendations to National Analysts for Locking Regions/States

1 Wait to do approvals until the selected region/state has finished entering and requesting BDD items.

2 Verify the data set status.

- If the data set status is Working, CEA Complete, or FPU Complete, lock the region/state using the procedure, Locking a Region/State Within Your Agency on page 87.

- If the data set status is Regional Complete, skip to step 3.

3 Complete the approval process for all items belonging to your agency for the region/state.

4 Repeat for each region/state in your area of responsibility.

Recommendations to National Analysts for Unlocking Regions/States:

1 Verify that the region/state in question has a valid reason for making changes to BDD.

2 Use the procedure, Unlocking an FPU-level Unit on page 56, to unlock the affected region(s)/state(s).

3 Notify the affected region/state so that they can begin making changes.

4 Once the region/state has finished making changes, verify the data set status:

- If the data set status is Working, CEA Complete, or FPU Complete, re-lock the unit using the procedure, Locking a Region/State Within Your Agency on page 87.

- If the data set status is Regional Complete, reset the region/state to the data set status using the procedure, Resetting a Region's/State's Status to the Data Set Status on page 87.

**Table 37—User Role in Locking Based on Data Set Status
(X = user role can perform task)**

Data Set Status	User Tasks			Agency-Specific	
	Enter/ Copy/Edit	Import	Request	Unlock/Lock	Approve
Working					
FPU	X	only if extracted	only if extracted	N/A	N/A
Region/State	X	N/A		Only if unit has requested all BDD items	X
National	X	N/A			
CEA Complete					
FPU	X	X	X	N/A	N/A
Region/State	X	N/A	X	Only if unit has requested all BDD items	X
National	X	N/A	X	Only if R/S has requested all BDD items	X
FPU Complete					
FPU					
Region/State	X	N/A	X	X	X
National	X	N/A	X	Only if R/S has requested all BDD items	X
Regional Complete					
FPU					
Region/State				Only if national unlocks first	
National	X	N/A	X	X	X
Budget Request Complete & Official Statuses					
FPU					
Region/State					
National					only if data set is reset to Reg.Complete

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Index